

The NATIONAL

Secretary

Volume 9

Telephone
Number 3

MAY, 1944

TENTH ANNIVERSARY



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2. An entire page, outside back cover, $4\frac{1}{2}" \times 7\frac{1}{2}"$ \$30.00
3. An entire page, $4\frac{1}{2}" \times 7\frac{1}{2}"$ \$25.00
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THE NATIONAL SECRETARY

Volume 9
Number 3

Published October, February and May by

The National Association
of School Secretaries

May
1944

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Greetings to National Association of School Secretaries

EDITH B. JOYNES

President National Education Association

and

Principal of Gatewood School, Norfolk, Virginia



Edith B. Joy nes

Congratulations on the tenth anniversary of the National Association of School Secretaries! In the ten years, and despite the upheavals of the depression, the recovery program, defense work, and now war, the school secretaries have built a strong, active organization aiding in the all-important trust of instructing boys and girls so they may accept their responsibilities as our future citizens.

Our school systems, administrators and teachers alike, are not unmindful of the vital part the school secretaries play in the smooth-running of our great educational systems. No laurels, no public acclamations are bestowed upon you. But all of us in the educational field

have a personal satisfaction from the knowledge that each of us is doing a bit to add to the growth and effectiveness of a school program devoted to education for free men.

Like the teachers, the school secretaries have their problems. We of the National Education Association can appreciate the struggles against adverse effects of the war. Higher salaries have lured away many of your personnel. These are your war casualties. The same is true of the teaching profession. Since the exodus of teachers from the classroom, many persons failing to meet pre-war requirements have been granted emergency teaching certificates. Though inadequately trained, they can keep the school doors open.

This condition we must accept. But let us accept it as a challenge. Our elaborate plans for better schools, for more equal educational opportunities, for salaries more commensurate with the services expected of school personnel, and our cherished hopes that the nations will recognize the importance of education in a people's peace—all these depend upon our ability to maintain and expand the best features of our present system. Idle dreaming never built anything. We must build on bed-rock—upon those members of associations who have the faith, vision and persistence, and upon whom we can depend to carry forward the ideal of better schools today and tomorrow.

It is our hope that in the next ten years, the achievements of the school secretaries will continue to grow. May we all, secretaries and teachers, continue to work together toward our goal—more schools worthy of free men.



PRESIDENT'S MESSAGE

BETTY ZIMMERMANN

The present officers and executive committee members have managed the affairs of our Association for the last two years as best they could without a meeting of the entire membership. Again this year it will be impossible to hold an annual convention. Due to numerous requests from individual members, I wired Mr. H. A. Allan, business manager of the National Education Association, to inquire whether there was any change in plans so that it would be possible for us to hold a meeting. His prompt reply stated that wartime restrictions would not permit a meeting. Therefore, only the officers and executive committee members will assemble in Pittsburgh on July 1, 2, and 3 to formulate and discuss plans for the coming year.

The two years of the present administration have been busy, happy ones. These have been unusual times and sometimes the problems and decisions have been unusual, but we have tried to follow closely in the footsteps of former officers. The "official family" has indeed been a congenial one, and we are thankful for the opportunity given us to work together and for the friendships made. Many tributes of loyalty and inspiration have come to us and we are sincerely grateful.

Again it is election time. In order that our Association may continue to progress, it is essential that serious consideration be given to the choice of officers. This year the Election Committee has deemed it advisable to deviate from normal and nominate only one person for each office. However, each member should bear in mind that it is her privilege to write in names of other candidates. It is the obligation of each individual member to cast her vote. All of us must then pledge ourselves to support the new officers.

Committees have been diligently working all year. The revised report of the professional study committee is most enlightening and interesting. Detailed reports of the other committees and the minutes of the executive committee meeting in Pittsburgh will be published in the fall issue of the magazine.

Ten years have sped since the national Association of School Secretaries was organized. How long—and yet, how short! How much we have accomplished—and yet, how much more there is to do. Strength is derived from unity and organization; individually we can do little. A great deal has been done for the professional advancement of our members as well as securing recognition from other educational groups. If organization meant only the exchange of ideas, even that would be valuable. But we know that it means much more than that. Our beachhead has been established. The full offensive still lies before us, and I am confident that the united efforts of school secretaries everywhere will shove it through to victory and the attainment of all our goals.

Turn to page 77 --- and Vote

The Pioneer Days

LOUISE H. HENDERSON

Cassidy School, Philadelphia



Louise Henderson

When we ride on a beautiful streamlined train from coast to coast and enjoy the luxury of restful sleep and good food, as mile by mile we travel toward our destination, we seldom

give thought to the pioneer days when only vision and hard work made that railroad possible. First, the enterprise had to be financed without tangible proof of its success. These men had to be secured who were willing to be subjected to all the hardships of laying the tracks through the wilderness; skepticism and the ever present defeatist attitude had to be overcome before the first train crossed the continent. Just so our National Association went through its pioneer days—days when even the slightest growth was marked. Ten years have past since a group of secretaries in Philadelphia, realizing the possibilities of national unity, sent out a letter to the superintendents of the United States requesting them to give their secretaries the notice of a meeting to be held in Washington on July 5, 1934.

The heat was soaring in the nineties when approximately 30 persons assembled in the air-cooled room of the National Geographic Building for the first national meeting of secretaries. Represented at that meeting were delegates from Ohio, California, Tennessee, New Jersey, Pennsylvania, and the District of Columbia. We had no money, no clearly defined plans, we did not even know each other. The following temporary officers were elected: Louise H. Henderson, chairman; Lillian Pecori, Recording Secretary, Philadelphia; Belle H. Bloom, Corresponding Secretary, Cleveland; Harriet Kunkle, Treasurer.

At the end of the first year we had a

membership of 572, representing 34 states. This large membership was evidence that secretaries saw the need for national unity.

In 1935 we held our first national convention in Denver. The details for this meeting were worked out entirely by mail with secretaries whom none of our officers had ever seen. The Denver secretaries under the leadership of Alberta Cordier, cooperated beyond our greatest expectation. That meeting laid the foundation stone for our national association as it exists today. The Constitution and By-Laws were adopted, permanent officers were elected. All the temporary officers were re-elected and in addition Florence Stubbs of Denver was made Vice-President. The Executive Committee was composed of Dorothy Augustin, Milwaukee; Evelyn Knoff, San Antonio; Elsie Staehle, Philadelphia; Esther Towers, Washington, D. C. Belle Kuehny of Los Angeles was our first membership chairman. In addition to the persons mentioned above we had sectional membership chairmen and key workers throughout the United States. I just wish it were possible to mention all the enthusiastic workers who have contributed to our growth.

During 1935 and the early part of 1936 we established sectional meetings so that secretaries who could not attend the national meetings could have a share in the growth of the National Association.

Early in 1936 we issued the first publication of *The National Secretary* with Helen Haycraft of Washington, D. C. as editor. Helen did more than edit that first issue — she mimeographed and stapled over 600 copies. From that humble start this bulletin has grown in quality and quantity of contents, in style, and in advertising. Much of the success of *The National Secretary* goes to Margaret Kernan, the advertising manager, for her success in securing and maintain-

(Continued on page 18)

The Editor's Message

ANNE J. CRITCHLOW



In this anniversary number we have tried to gather together for the benefit of all members of the association facts about its beginnings and its progress. Although the association itself is a mere infant, as associations go, many of its present members were no more than children when it came into being and are not now conscious of the inspiration and hard work that produced it. We had hoped to make this document one that would serve as a source book for the guidance of future members and officers. Although the make-up of the magazine is not as dramatic as in our last summer's dream we hoped to make it, the ideas and facts presented are thrilling and should serve as inspiration to those who are chosen henceforth to steer and develop the association. The imagination of those first leaders gave zest to their efforts and their efforts bore fruits. It behooves us all to carry on with enthusiasm the work they started and to be the association they saw. The progress of the association may seem to have been temporarily halted because of the exigencies of war, but its spirit is still very much alive and will burst forth anew when the stress of war is done.

To the other retiring officers and these members of the executive board who will serve another year, may I say "thank you" on behalf of the association for their untiring efforts. But especially to Betty Zimmermann, the retiring president, do our thanks and appreciation go. She has served during two of the most trying and critical years of the association's history; when it was impossible to meet the members and profit by the inspiration a convention gives. She has never lost confidence in the aims of the organization nor in the ability and strength of its members. She has never given utterance to the pessimistic thoughts that must have crowded into her mind at times. She has given generously of her time and patiently of her wisdom to officers and others needing her advice and counsel. She has kept the association moving when it could so easily have stopped. Her host of friends wish her success and happiness in the years ahead and the association will depend upon her still for her assistance.

To the new officers a pledge can surely be given that they will have complete cooperation and help from thirteen hundred (and many more we hope) members of a vigorous association.

On April 18, 1944 the association lost one of its real friends, when Dr. L. John Nuttall, Jr., Superintendent of Salt Lake City Schools, passed away suddenly at his home. His complete knowledge of the work of the school secretary, his interest in the association, his vision of its meaning and possibilities, and his understanding of its significance to school systems led him to permit the editor, whose privilege it was to work with him for ten years, to devote office time to the publication of the magazine, whenever possible. His leadership in educational circles brought benefits to the school secretaries that will not die.

PIONEER DAYS

(Continued from page 16)

ing our advertising at such a peak. We are grateful to all our advertisers, especially the early ones who encouraged us by believing in the worth of our publication.

We cannot look back on our pioneer days without paying tribute to the National Education Association. It was during the presidency of Miss Jessie Gray, a classroom teacher from Philadelphia, that we had our first meeting. Miss Gray secured us the cooperation of the officers of the National Educational Association. Our appreciation goes to Mr. Givens, Executive Secretary of the N. E. A.; Mr. Allan, Business Manager; Mr. Shankland, Executive Secretary of the American Association of School Administrators; Miss Harriet Chase, Miss Hazel Davis, Dr. Martin, Dr. Carr and all the members of the N.E.A. staff. They accepted us on faith and stood by us throughout the years. Credit too, goes to Mr. Cameron Beck, then Personnel Director of the New York Stock Exchange, who spoke to school groups from coast to coast. Everywhere he went he mentioned our association both to the superintendents and the secretaries. As a result, he reached many school districts it would have been difficult for us to contact.

In the summer of 1936 we met in Portland, Oregon. Once again all our plans were carried by mail. The Portland secretaries had never heard of our National Association till we wrote and solicited their help in planning our convention. It is amazing that such enthusiasm can be transported by mail. The success of those early conventions proves all secretaries are born with vision and mind-reading powers. Miss Mildred Robertson, President of the Portland Secretaries, and her association extended us cordial hospitality and planned many beautiful meetings for us.

Our third annual convention was held in Detroit under the leadership of Ethel Spencer and the Detroit secretaries. For the first time we had our own headquarters room where all out-of-town secre-

taries registered. This convention by far exceeded any of our previous meetings. Every day was filled with activity. At our luncheon meeting 330 persons were present. In three years we had grown from 30 to 330.

In February of 1938 we held the first reception to superintendents. The American Association of School Administrators cooperated to the fullest. The members of their executive committee, together with the members of our executive committee, assisted in receiving. The Atlantic City secretaries helped us plan this meeting and the Philadelphia secretaries gave the skit that was presented at the reception. This reception was acclaimed such a success that it was repeated at each convention of the administrators till the war. The settings have been unique and colorful, the programs entertaining and at the same time informative as to the aims of our National Association. More than 600 administrators and secretaries attend these meetings. We have won the respect and support of administrators from coast to coast. Both the receptions and the luncheons gave every group of secretaries, even from the remotest parts of our country, the opportunity to be represented by their administrators. Thus a closer bond was established between the local secretaries and their administrators.

All of our summer meetings were planned to give a perfect vacation to all who attended. There was opportunity for sight-seeing, for fellowship, and for attending meetings of the N.E.A. as well as social functions given by our own association. There were our own professional meetings and the opportunity for both personal and national growth. Each of these meetings served as a stimulus for local and state meetings.

In 1938 we met in New York, 1939 in San Francisco, in 1940 in Milwaukee. I wish I had the space to tell you in detail about all our meetings, both the summer and winter meetings. In every city the local group spent a great deal of time and money in planning colorful meetings, arranging for sight-see-

ing, securing meeting places and entertaining out-of-town delegates. It seemed that every convention was the best we could ever have and then the next year we exceeded the year before and so it went.

We were most fortunate in having had some of the outstanding speakers of the nation address our meetings. We never invited anyone whom we were not sure could hold an audience and we were never able to pay an honorarium. So it was a real achievement to list among our speakers such persons as—James Roosevelt, United States Senators Gerald Nye and Josh Lee, Sir Wilmot Lewis, Mayor LaGuardia, Governor Burton, Clifford Goldsmith, author of the Aldrich Family; Cameron Beck, and Mr. William Cameron of the Ford Radio Hour. Among the prominent educators who have addressed us are — Dr. John W. Studebaker, United States Commissioner of Education; Dr. Alexander J. Stoddard, Dr. William Carr, Mr. Kiersey, Dr. Hall, Dr. Ade, Dr. William Kilpatrick, Dr. Dugdale, Dr. Sexson, Dr. Glenn, Dr. Sutton, Mr. Givens, Mr. Cody, Dr. Elkema, Dr. Ballou and Dr. Nuttall. In fact almost all the outstanding educators have either spoken or extended a greeting at one of our meetings.

There were so many secretaries that contributed toward our growth I wish I could tell you about them all. I must mention a few—Mina Burnett who succeeded Helen Haycroft as Editor, then Belle Kuehny, who later succeeded Mina. Both Mina and Belle were responsible for a large share of our growth because of their efforts on membership. Then there were others: Thelma Clarke, who did a splendid piece of work on membership and on our Cleveland convention; Alice Teegarden, our treasurer as well as our strong promoter and counsellor; Eunice Bounds, our Corresponding Secretary, who was my right hand man, always ready to help and offer advice; Alvina Carroll, our publicity chairman, a member of our executive committee and an enthusiastic worker since our beginning; Betty Zimmermann, who, together with Sylvia Brooks and Evelyn Baumann,

planned the Milwaukee convention, and has been and still is a tireless worker; Virginia Halsey who served as membership chairman and later became our charming president; Anne Buckman, who planned our New York meeting; Eleanor Dearden, Harriette Wheeler, Constance King, Ann Boss, Sara Milner, Mildred Farner, Lena Ellinger, Adele Kansas, now Mrs. Gordon; Grace Robinson, Helen Dean, Katherine Mitchell, Faye Bloomquist, Dorothy Silance, Helen Aitken, Helen Buettner, Helene Maulick, Anne Critchlow, Mildred Funk, Helen Peschke, Alma Clement, and oh, so many more.

When we began our National Association there were scarcely any local associations and only two state associations.



Louise Henderson
Virginia Halsey
Betty Zimmermann

Today more than half of the states are organized and almost every thickly populated area has a local association. Worthwhile magazines and pamphlets are issued by these various associations. Tenure has been secured in some states; in others the retirement laws have been changed to include secretaries. In Pennsylvania secretaries have won sabbatical leave; many states are working on certification.

The purpose of our Association is to elevate the standards of the group and through organization, to pool our ideas and ideals toward a finer and more efficient service to the school and community. We have a four point program: service, information, recognition, and fellowship. Many of our goals have been attained, but there is much to be accomplished before we have made the position of the secretary a recognized profession in all sections of our country. We have gone through the pioneer stage, laid the tracks, secured enthusiastic workers, overcome skepticism and the defeatist attitude and won recognition and respect. We have connected the secretaries in the East with those in the West, those in the North with those in the South. Now comes the task of expanding and extending our service. With national unity and the splendid spirit of loyalty that has ever existed, it should be possible to make our National Association felt in the remotest parts of our nation.

For the privilege of being your pioneer president I am truly grateful. It was a challenge that could only be met by the enthusiastic loyal support of each member. I am sure no president ever had better workers or greater encouragement. For the privilege of serving you and counting all of you as friends I say "Thank you."

A school teacher was recently stopped in Detroit for driving through a stop sign and was given a ticket calling for her appearance in traffic court the following Monday. She went at once to the judge, told him that she had to be at her classes then, and asked for the immediate disposal of her case.

"So," said the judge sternly, "you're a school teacher. That's fine. Madam, your presence here fulfills a long-standing ambition for me. For years I have yearned to have a school teacher in this court." Now, "he thundered," you sit right down at that table over there and write 'I went through a stop sign' 500 times."

—Balance Sheet.

CONVENTION HELD

N. A. S. S. — 1934-1944

- July, 1934—Washington, D. C. — (Organization meeting)
- Feb., 1935—Atlantic City, N. J. — At time of meeting of A.A.S.A. Constitution drafted for consideration. (Sectional meeting)
- July, 1935—Denver, Colo. — Constitution adopted
- Feb., 1936—Atlantic City, N. J. — (Sectional meeting)
- July, 1936—Portland, Oregon — Assn. eligible for affiliation as a department in N.E.A.
- Feb., 1937—New Orleans, La. — (Sectional meeting)
- March, 1937—Washington, D. C. — (Sectional meeting)
- July, 1937—Detroit, Michigan
- Feb., 1938—Atlantic City, N. J. — (Sectional meeting)
- Feb., 1938—Dallas, Texas — (Sectional meeting)
- July, 1938—New York City
- Feb., 1939—Cleveland, Ohio — (Sectional meeting)
- July, 1939—San Francisco, California
- Feb., 1940—St. Louis, Mo. — (Sectional meeting)
- July, 1940—Milwaukee, Wisconsin
- Feb., 1941—Atlantic City, N. J. — (Sectional meeting)
- July, 1941—Boston, Massachusetts
- Feb., 1942—San Francisco, Cal. — (Sectional meeting)
- July, 1942—Denver, Colorado
- Feb., 1943—No meeting held due to request of the Office of Defense Transportation.
- July, 1943—Chicago, Illinois — (Meeting of Executive Committee)
- Feb., 1944—No meeting held due to request of the Office of Defense Transportation.
- July, 1944—No meeting held due to request of the Office of Defense Transportation. (See page 50)



Cleveland—February, 1939

Left to right:

**Margaret V. Kernan
Louise H. Henderson
Eunice Bounds
Alice Teegarden**

Atlantic City—February, 1941

Left to right:

**Margaret V. Kernan
Gwen D. Moser
Virginia A. Halsey
Betty Zimmermann
Louise H. Henderson**



Boston—June, 1941

Back row:

**Margaret V. Kernan
Mildred E. Funk
Katherine E. Mitchell
Eleanor M. Dearden**

Front row:

**Louise H. Henderson
Virginia A. Halsey
Anne J. Critchlow**



Do You Remember?

FLORENCE R. STUBBS

Secretary, North High School, Denver, Colorado

Do you remember that little band of school secretaries which met in Denver in the summer of 1935 to organize the National Association of School Secretaries? To be sure there had been a meeting in Washington, D. C. the previous summer when the project was first broached, but the meeting in Denver was the one in which the association first took form. Do you remember how few delegates there were—only six if I remember correctly, so that the Denver group made up practically the entire membership of the convention. Do you remember how we struggled over the constitution which was drawn up on a hot Fourth of July afternoon, and do you remember the unexpected problems and pitfalls which we met at every step of the way? Do you remember the luncheon at the Colburn Hotel and the fact that eighty or ninety people attended seemed to us then an enormous number? Do you remember the “pep” talk which Cameron Beck gave us that day in which he called us the “forgotten women” in the educational world? And then how we went out feeling that perhaps we were of some importance in the scheme of things, after all, so we sallied forth ready to conquer all obstacles? Do you remember the picnic which we had up in the hills at Geneva Glen and how good the food tasted that was cooked outdoors in the cool of the evening? And do you remember how we sang songs around the camp fire afterwards and got acquainted with each other as well as with the stranger within our gates? You see the Denver group had only been organized for two years so we were still not too well acquainted with each other.

I very much doubt that there are many who read this who will remember that first convention in Denver. Many who were here then have changed occupations,

many have quit work in the schools to work in their own homes, but there was a little nucleus of forward-looking people in that group who are still striving to bring into fruition the hopes and ambitions that brought into being this organization of school secretaries. Some of these hopes and ambitions have been realized, but there is a long road still ahead, and we have found it takes eternal perseverance and vigilance to gain the ends for which we have been and still are working.

As I look back in retrospect to this time in our history I cannot but compare it with the one held in Denver seven years later when we could really see and appraise the results of some of our work. The war has interrupted our progress as it has that of many other organizations, but this is only temporary, and I feel sure that when we can take up again our accustomed way of life, the National Association of School Secretaries will gain new impetus and draw into its fold all those persons who see more in a school secretaryship than a mere job.

As I am about to leave your ranks I look back in memory over these past ten years with mingled feelings. Feelings of pride that I have been a small part of a group which has already accomplished much, feelings of regret at parting from those with whom I have been working, and feelings of joy that after many years of work, I am to be free to do some of the things which I have been unable to do during the busy years.

And so we, whose course in the workaday world is about run, hand the torch on to you younger ones, asking that you hold it high and not let it suffer defeat, always remembering “in unity there is strength.”

The National Secretary

BELLE KUEHNY

Los Angeles, California



Belle Kuehny

On my return Monday from a few days vacation at Palm Springs, a letter from Anne Critchlow, editor of the National Secretary, was on my desk, asking me to write a brief history of the magazine for the anniversary number.

My desk was piled high with accumulated work. I made a mental note of the request and started in to dispose of the accumulations. Today the desk is clear, so I promptly started delving through my "Precious" file (so-called as the contents are varied,—programs, place cards, all sort of data pertaining to the N.A.S.S.). As I browsed through Volume I—Number I and on to the last issue of *The National Secretary*, a contented glow seemed to fill me and my thoughts travelled back over the years of organization, constructive building, and many happy times spent together.

A handful of progressive-minded girls started our Association. Fortunately, practically all of the original organizers are still active workers.

In January, 1936, Volume I, Number I made its initial appearance. A neat mimeographed booklet of 16 small pages with a brown paper cover. Helen Haycraft, from the Board of Education in Washington, D. C., was the editor. The name, "*The National Secretary*," which was used on this first issue was officially adopted later. This publication came out less than a year after our constitution was adopted. Mrs. Haycraft mimeographed, stapled, and mailed the six hundred copies. It contained an editorial from our National President, Louise Henderson, and a message of encouragement from Willard E. Givens, Executive Secretary of the National Education As-

sociation; also an announcement of the Eastern States Convention to be held in February with Senator Gerald P. Nye as our speaker. Bits of gossip from Cleveland, Denver, Los Angeles, and Washington, D. C., associations were the start of our "Listening In" Column. Membership plans for the year and an extensive Salary Report survey completed the first issue.

Helen's last issue was April, 1937, a neat, printed sixteen page edition. We all are deeply grateful and indebted to Helen for her vision and untiring efforts in planning and laying the foundation of our official organ. Helen resigned from her position and became the mother of the first official staff baby, Clarissa Lynne Haycraft, born October 16, 1937.

Ethel Spencer, from Detroit, edited the October, 1937, edition. In January, 1938, Mina Burnett, from San Antonio, Texas, accepted the editorship. Her first issue was very creditable, with a new covering. It contained twenty-four pages of interesting articles and advertisements. Mina continued as editor until April, 1939, when she took an extended leave of absence due to illness.

Belle Kuehny, of Los Angeles took over the magazine with the October, 1939, her first copy. This issue contained thirty-two pages and cover. It also had a new cover page. In 1940 another new front covering was used for two issues. The present front cover page was adopted in May, 1941. This was designed and given to the association by the Citizen Print Shop of Los Angeles, the publishers of our magazine, and is still in use. Belle continued as editor for three years, May, 1942 being her last issue. This copy contained forty-eight pages and cover, showing a steady growth.

Anne Critchlow, of Salt Lake City, assumed the editorship with the October, 1942, edition.

(Continued on page 57)

ADVISORY COUNCIL

ELEANOR DEARDEN
Springfield, Mass.



Eleanor Dearden

Every large national organization finds it necessary to develop some type of sectional representation in order to aid in the establishment of national policies. Early in the history of our association this need was realized by our leaders and mention of affiliation was made in the first Constitution adopted. However, it was not until the convention in New York City in 1938 that a meeting with representatives of local and state groups was held to discuss how this should be accomplished. A report was given at this meeting on the plan of the National Education Association for maintaining such contact through its Representative Assembly. A committee was then appointed to work out a plan for affiliation for our association. Various plans in existence were carefully studied in order that the plan adopted would be mutually advantageous.

A Plan for Affiliation was presented and adopted at the meeting in San Francisco in 1939 and later revisions made at the meetings in Boston and in Denver. Originally a committee was responsible for the work on affiliation but at the annual meeting in Boston it was made the responsibility of one of the vice-presidents.

The Plan for Affiliation provides for the establishment of an Advisory Council with proportional representation according to the number of National members in the local or state association. While in many associations the affiliated groups hold the voting power as in the

Representative Assembly of the NEA, in our association the affiliated groups act only in an advisory capacity, the voting power remaining with the members of the Association.

Affiliation offers an opportunity to the local and state associations to share the benefits of their experiences in various projects with each other and with the National Association. Organized groups can play an extremely important part at the present time in determining the future status of the persons they represent. It is the concerted action of many individuals banded together working for a common goal that can bring about benefits for the group. The emphasis of the association is different, each association having its own particular function. Local and state associations are concerned primarily with the immediate problems of a particular locality while the National Association sees the problem in relation to the entire country.

Through the pooling of information and ideas in the Advisory Council, the National Association is able to make more sagacious decisions concerning matters of policy and is able to ascertain which problems are national in scope and should be made a part of their professional program. The pooling of ideas also serves to give new impetus to local and state associations to initiate measures for the welfare of their particular groups.

It is unfortunate that the exigencies of war make the complete functioning of the Advisory Council impossible. However, despite the fact that meetings cannot be held, contacts are being maintained for unity is more essential than ever.

Turn to page 77 --- and Vote

CONVENTION HISTORY

From the Minutes



Mildred Farner

1934 — Washington, D. C.

The organization meeting of the N.A.S.S. was held July 5, 1934 in Washington D. C. Louise Henderson of Philadelphia, Penn., was instrumental in organizing this group and was elected to serve as the first President which office she held for six years.

1935 — Denver

The first annual meeting was held in Denver, Colorado July 4, 1935 at the Trinity M. E. Church. The president, Louise Henderson, presided. There were 41 members present representing Ohio, Texas, California, Colorado, and Pennsylvania. At that time the membership was 572, representing 34 states. The Constitution and By-Laws were adopted.

1936 — Portland

The second annual meeting was held June 30-July 1, 1936 at Portland, Oregon. Dr. Studebaker of the U. S. Office of Education was the speaker using as his subject "The Organization of the U. S. Office of Education. At the business meeting plans were discussed for furthering the growth of the organization; for keeping records of membership and publishing the magazine "The National Secretary." Mr. Couch, Legislative Chairman of the Affiliated Teacher Organizations of Los Angeles spoke on the new Tenure Law.

1937 — Detroit

The third annual meeting was held June 28-July 2, 1937 at Detroit, Michigan with headquarters at the Statler Hotel. The group visited the Greenfield Village and Edison Institute, and then went to the Dearborn Inn for the annual luncheon.

Guests were:

Dr. Frank Cody, Supt. of Schools, Detroit.

Cameron Beck, Director of New York Stock Exchange Institute.

Miss Charl Williams, Field Secretary for the N.E.A.

Speakers were:

Dr. Lester K. Ade, Superintendent of Instruction, Penn., who spoke on "Philosophy of Education; and William Cameron of the Ford Radio Hour who spoke on "Current Events."

Three hundred attended the luncheon, and on the return trip the girls visited the gardens of Mrs. Henry Ford.

On June 30 a Round Table Discussion was held, the topic being "Establishing Good Will through the Personality of the Secretary."

A business session was held with the usual reports and routine business.

1938 — New York City

The fourth annual meeting was held June 26-July 1, 1938 in New York City. A tour was conducted for the girls during which they visited the Statue of Liberty, Trinity Church, Battery Park, Aquarium, New York Stock Exchange, Greenwich Village. The following day they had an opportunity to visit and inspect the French liner "Normandie" which was at pier in New York, as well as some other interesting places. The annual luncheon was held in the Roof Garden of the Pennsylvania Hotel with 400 in attendance.

Guests:

Dr. John A. Sexson, President American Associated School Administrators.
Jacob Greenberg, Associate Superintendent New York Schools.
Dr. Willis A. Sutton, Superintendent of Schools, Atlanta, Georgia.
Florence Hale, Editor of "Nations Schools," and Past President of N.E.A.
Fiorella LaGuardia, Mayor of New York.

Speaker:

Clifford Goldsmith, playwright ("What a Life"), his subject being "The School Office a Stage for Young Americans." He impressed upon the girls the tremendous influence which they might exert upon the lives of boys and girls with whom they come in contact. He cited his own case.

June 29, Round Table Discussion: "What Constitutes a Professional Attitude of School Secretaries."

Mala Rubenstein of Helena Rubenstein New York Salon talked on the appropriate make-up.

Renee Long, personality lecturer for Franklin Simon Co., displayed an attractive and reasonable wardrobe for secretaries.

June 30, Business meeting. 400 delegates registered including New York girls; 27 states were represented. Reports and routine business was the order of the day. In the afternoon the group attended the International Program of the New York Worlds Fair.

President and Mrs. Roosevelt were at this meeting, Mrs. Roosevelt giving a talk. The girls had opportunities to attend radio broadcasts, etc., while in New York.

1939 — San Francisco

The fifth annual meeting was held July 2-7, 1939 at San Francisco. A tour was conducted through San Francisco and Oakland and that evening all went to Monaco's in the International Settlement for dinner. The annual luncheon was held at the Mart Club.

Guests:

James P. Nose, Superintendent., San Francisco Schools.
Irene Heineman, Assistant Superintendent of Public Instruction, California.
Dr. Ben Graham, President A.A.S.A.

Speaker:

James Roosevelt, Vice-President, Samuel Goldwyn, Inc., his subject being "Youth and Tomorrow." His talk was broadcast over a national network.

In the evening the girls were guests of Mr. Roosevelt at the United Artists Theatre for a special preview of "They Shall Have Music."

Conference groups of elementary, secondary, and administrative secretaries were held.

July 5—Meeting of state president and delegates. A panel discussion was held on "The Secretary in a Public Relations Program." Leader—D. W. Zahn, President of Philadelphia Public School Council. In addition to our own members participating, guests appearing on the program were: Ralph E. Dugdale, Superintendent of Schools, Portland, Oregon; Mrs. J. K. Pettengill, President, National Congress of Parents and Teachers.

Business meeting—routine reports, etc. 16 states represented at the meeting. Discussed the matter of affiliation with N.E.A.; discussed plan for affiliation of local and state groups with National Association.

That evening girls had a Chinese dinner and trip through Chinatown.

1940 — Milwaukee

The sixth annual meeting was held June 30-July 5, 1940 at Milwaukee, Wisconsin. Headquarters hotel was the Astor located near beautiful Lake Michigan.

Milwaukee girls entertained with buffet supper and gave a skit entitled "What a Life."

July 1—Breakfast, and then trip to Carnation Milk Co. at Oconomowoc where lunch was served after a tour of the plant.

July 2—Conference groups in the morning. Annual luncheon that noon at Athletic Club. That evening the girls enjoyed a two hour boat trip on Lake Michigan.

July 3—Delegate meeting, and Round Table Discussion, plus a tour of Milwaukee. Reception that evening for Presidents of local and state teachers associations. Dr. William Kilpatrick gave a very inspirational talk.

July 4—Business meeting. Reported a gain in membership of 393—total, 1867.

July 5—Tour of Pabst Brewing Co.

1941 — Boston

The seventh annual meeting was held June 29-July 3, 1941 at Boston, Massachusetts, with headquarters at the Kenmore Hotel.

June 29—Massachusetts secretaries entertained with a lovely buffet supper.

June 30—Tour of Boston, Concord, Lexington with lunch at Wayside Inn at Sudbury. Will any of us ever forget our poetry loving bus driver? That evening attended the reception for Donald DuShane, President of the N.E.A.

Advisory Council meeting; meeting of state chairmen, and presidents of state and local associations.

Round Table Discussion: "Value to You of a Professional Organization."

Reception for Presidents of state and local teachers associations. Rolland Tapley, Concern Master of the Boston Symphony Orchestra played.

Annual Luncheon.

Guests:

Walter Downey, State Commission of Education.

Mrs. Minetta Hastings, Vice-President National Congress of Parents and Teachers.

Governor James H. Price of Virginia.

W. H. Pillsbury, President of A.A.S.A.

Mrs. Myrtle Dahl, President-elect N.E.A.

Speaker:

Dr. Lloyd W. King, Missouri State Superintendent of Instruction; subject: "All Hail."

The girls attended the Pops Concert of the Boston Symphony Orchestra since it was "School Secretaries Night" and the program was dedicated to our group.

July 3—Trip to fisheries which was most interesting and enlightening.

Business meeting—routine affairs. Convention closed with the New England Tea.

1942 — Denver

The eighth annual meeting was held June 28-July 2, 1942 at Denver, Colorado with headquarters at the Park Lane Hotel. Who of us attending this meeting will ever forget the lovely view of the mountains from our windows early in the morning?

June 28—Lovely buffet supper at Lakewood Country Club. Remember the view and the food? We were taken for an armchair tour of Colorado, by means of beautiful colored pictures of the state.

July 29—Sightseeing tour: Lariat Trail, Lookout Mountain, Buffalo Bill's Grave, Bergen Park, Troutdale-in-the-Pines, and Park of the Red Rocks. A n'er to be forgotten trip.

June 30—Advisory Council meeting; delegates, state chairman and presidents of state and local associations meetings. At the latter the topic was "Do's and Don'ts for the School Secretary. Dr. L. John Nuttall, Jr., Superintendent of Schools, Salt Lake City, gave an excellent talk.

Round Table Discussion—"Morale is Woman's Work." In addition to our own girls participating, guest speakers were: Mrs. Walter Kletzer, President of National Congress of Parents and Teachers; and Z. M. Walter, Superintendent of Schools, Wyoming, Ohio; and President of the Ohio Education Association.

July 1—Conference Discussion groups. The annual luncheon was held in the Silver Glade Room. Guests were: Governor Ralph L. Carr of Colorado, Dr. Homer W. Anderson, President of A.A.S.A. Speaker: G. A. Nicholson, Special Agent Federal Bureau of Investigation.

Something the girls will never forget was the beautiful pageant "Let Only Americans Keep the Watch Tonight" given by the Denver school children in the amphitheatre of the Park of the Red Rocks.

July 2—Business meeting with routine reports, and a report of the Professional Study being made by our Association. Doris Bonar of Denver gave this report.

1943 — — —

The ninth annual meeting could not be held due to the war and transportation difficulties. The officers and executive committee members met in Chicago, July 3 and 4, to discuss important business of the association. The plan of handling membership was reorganized, and plans for the magazine were discussed.

1944 — — —

Members of Executive Board plan to meet in Pittsburgh this summer.

* * * *

Minutes show no record of the mid-year meeting held at the same time as that of the A.A.S.A. I can recall meetings being held at New Orleans, Cleveland, St. Louis, Atlantic City, and San Francisco. At each of these meetings a luncheon for school administrators was held as well as a formal reception.

* * * *

Accomplishments:

Questionnaire prepared by Dr. Frank Hubbard and Miss Hazel Davis of the Research Division of the N.E.A. Approved by Dr. Willard A. Givens and sent to superintendents throughout the country on behalf of the N.A.S.S. This questionnaire dealt with qualifications, work, hours, salaries, retirement, etc.

Plans for the affiliation of local and state associations with the N.A.S.S. Representation on the Advisory Council of associations over the entire country gives the association voice in the running of the national association.

Contacts made with administrators, state teachers associations, and the N.E.A. We have definitely sold ourselves and our organization to the administrators and educations. This alone is a big step forward.

Through our national interest and efforts, plans for retirement, tenure, certification and college training have gone forward. Colleges (University of Pittsburgh, University of Pennsylvania, Cornell, etc.) now have a course for school secretaries.

Our Professional Study Report, which is the result of questionnaires sent to all national members.

OFFICERS OF N. A. S. S.

1934-1944

1934-35 — President	Louise Henderson, Philadelphia
1935-36 — President	Louise Henderson, Philadelphia
Vice-President	Florence Stubbs, Denver
Corresponding Secretary	Belle H. Bloom, Cleveland
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Corresponding Secretary	Eunice Bounds, Wilmington, Del.
Treasurer	Alice Teegarden, Dayton, Ohio
Executive Committee:	Mina Burnett, San Antonio, Texas
	Alvina Carroll, Washington, D. C.
	Helen Dean, Portland, Oregon
	Katherine Mitchell, Pittsburgh

The Training Experience, Duties and Status of School Secretaries

Report Based on Replies Received from Questionnaires

Sent to Members of

NATIONAL ASSOCIATION OF SCHOOL SECRETARIES

Betty Zimmermann, President

May, 1944

MEMBERS OF COMMITTEE PREPARING THE REPORT

Alberta B. Cordier, Denver Public Schools, Denver, Colorado, **Chairman.**

H. Marjorie Wilson, South Orange-Maplewood Public Schools, South Orange, N. J.

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NOTE: This report has been placed in the middle of the magazine so that it can be taken out as a unit—for study and reference.

INTRODUCTION

The questionnaire on which this study is based was sent to the members of the National Association of School Secretaries in April, 1942, by Virginia A. Halsey, who was then president of the National Association; and a preliminary tabulation of the answers received was made in 1942 under the chairmanship of Doris C. Bonar, member of the Executive Committee of the national association at that time. The committee which prepared this study was appointed by Betty Zimmermann, president of the National Association of School Secretaries, to consider further the most significant phases of the information obtained from the questionnaire replies.

The 576 replies to the questionnaire are from those members of the national association who chose to answer the questionnaire. Naturally, this means that they are random replies as far as location and size of city, town, or county, as well as school division, are concerned. In some cases there were a number of replies from one city; in many cases there was one reply from a city; and, of course, there are many cities of importance in the United States that are not represented by replies at all. In most of the tabulations, with the exceptions noted in footnotes, replies from 11 colleges were included with the secondary school replies, and replies from 4 state departments were included with the administrative department replies. Replies from junior colleges which were part of public school systems were included with the city secondary school replies.

Most of the tables on salaries were made on a monthly basis; that is, the annual salary was divided by the number of months employed. This was done because of the fact that many of those replying did not work for twelve months a year; and, consequently, if all salaries were computed on a comparable twelve-months' basis, they would appear higher than was actually the case. However, Table 16 shows the actual annual salaries tabulated according to the number of months employed.

The word "secretary" in this study is used to apply to persons employed in all kinds of clerical and secretarial positions in the schools.

The committee wishes to acknowledge with gratitude the advice given by the president and the members of the Executive Committee of the National Association of School Secretaries, and by Doris Bonar and Lois Christy of Denver; and to acknowledge with especial gratitude and appreciation the suggestions given by Dr. Hazel Davis, assistant director of the Research Division of the National Education Association.

PART I — DISTRIBUTION OF QUESTIONNAIRE REPLIES

On the basis of the distribution of population according to the 1940 census, the replies to the questionnaire are fairly representative of the various sections of the country. This is shown by a comparison of the following percentages. The population of the New England states is 6.4 per cent of the population of the United States, and the number of replies from New England is 6.4 per cent of the total number of replies. Similar figures for the other regional divisions are as follows: Middle Atlantic—population 24.5 per cent, replies 27.8 per cent; Southeast—population 21.5 per cent, replies 6.8 per cent, an under representation for this region; Middle States—population 27.1 per cent, replies 35.4 per cent; Southwest—population 7.4 per cent, replies 4.5 per cent, an under representation; Northwest—population 5.6 per cent, replies 11.1 per cent; Far West—population 7.5 per cent, replies 8.0 per cent.

The distribution of replies on the basis of school divisions is as follows: 14 per cent of the replies from elementary school secretaries, 38 per cent from secondary school secretaries, and 48 per cent from secretaries in administrative offices. The

proportion of the replies that came from these school divisions is significant because of the fact that the questionnaire called for information in regard to the respondents' personal qualifications and opinions and because their opinions are probably based upon the experience they have had in their particular school divisions.

TABLE I
DISTRIBUTION OF REPLIES FROM SCHOOL SECRETARIES, 1942
BY SCHOOL DIVISION AND REGION*

Region	Elementary	Secondary†	Administrative‡	Total
New England	8	9	28	37
Middle Atlantic	15	58	87	160
Southeast	7	16	16	39
Middle States	27	78	99	204
Southwest	2	13	11	26
Northwest	13	25	26	64
Far West	14	20	12	46
Total number of replies	78	219	279	576

* The regional grouping follows the grouping used in National Education Association Research Bulletin No. 1, Volume XVIII, January, 1940; and is as follows: New England, Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont; Middle Atlantic: Delaware, Maryland, New Jersey, New York, Pennsylvania, West Virginia, and District of Columbia (not included in N.E.A. study mentioned); Southeast: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia; Middle States: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin; Southwest: Arizona, New Mexico, Oklahoma, and Texas; Northwest: Colorado, Idaho, Kansas, Montana, Nebraska, North Dakota, South Dakota, Utah, and Wyoming; Far West: California, Nevada, Oregon, and Washington.

† Secondary includes 6 replies from county systems and 11 replies from colleges. (Replies from junior colleges belonging to public school systems were considered along with other replies from secondary schools in public school systems.)

‡ Administrative includes 29 replies from county systems and 4 replies from state departments.

§ No replies were received from the elementary schools in this region. Many systems in this region do not have clerks in the elementary schools.

TABLE 2A
REPLIES FROM SECRETARIES IN CITY* PUBLIC SCHOOLS SYSTEMS, 1942
BY SIZE OF CITY AND SCHOOL DIVISION

Population of City	Elementary	Secondary	Administrative	Total
Over 200,000	41	73	47	161
100,000 to 200,000	4	23	18	45
30,000 to 100,000	16	45	52	113
10,000 to 30,000	9	31	71	111
5,000 to 10,000	6	14	32	52
2,500 to 5,000	2	11	22	35
Below 2,500	—	5	4	9
Total	78	202	246	526

* The following replies were not included in this table: secondary—6 county and 11 college; administrative—29 county and 4 state department.

As shown in Table 2A, the largest number of replies from any single population group is from cities over 200,000. This is due to the fact that there were a number of replies from each of several large cities. The majority of replies came from secretaries in cities with a population of 30,000 and over. Of these replies, 21.5 per cent came from cities of 30,000 to 100,000 population, and 39.1 per cent from cities above 100,000 population. From cities of 10,000 to 30,000 came 21.1 per cent of the replies; from cities of 5,000 to 10,000 came 9.9 per cent of the replies; and from those below 5,000 came 8.4 per cent of the replies.

TABLE 2B
REPLIES FROM SECRETARIES IN COUNTY PUBLIC SCHOOL SYSTEMS, 1942
BY SIZE OF COUNTY AND SCHOOL DIVISION

Population of County	Elementary	Secondary	Administrative	Total
Over 200,000	---	---	---	---
100,000 to 200,000	---	---	2	2
30,000 to 100,000	---	3	9	12
10,000 to 30,000	---	---	11	11
5,000 to 10,000	---	2	4	6
2,500 to 5,000	---	---	2	2
Below 2,500	---	1	1	2
Total	---	6	29	35

TABLE 3A
NUMBER OF CITIES* REPRESENTED BY REPLIES BY SIZE OF CITY
AND NUMBER OF SECRETARIES IN SCHOOL SYSTEM, 1942

Number of Secretaries	Population of City							Total Number
	Over 200,000	100,000 to 200,000	30,000 to 100,000	10,000 to 30,000	5,000 to 10,000	2,500 to 5,000	Below 2,500	
500 and over	3	---	---	---	---	---	---	3
250-499	2	---	---	---	---	---	---	2
100-249	7	---	1	---	---	---	---	8
90-99	---	1	1	---	---	---	---	2
80-89	---	---	---	---	---	---	---	---
70-79	---	1	1	---	---	---	---	2
60-69	---	2	1	---	---	---	---	3
50-59	2	2	---	---	---	---	---	4
40-49	2	4	2	---	---	---	---	8
30-39	---	3	5	---	---	---	---	8
20-39	---	6	8	1	---	---	---	15
15-19	---	1	7	1	---	---	---	9
10-14	---	2	9	9	---	---	---	20
5-9	---	---	12	31	2	1	2	48
2-4	---	---	1	42	33	5	---	81
1	---	---	---	9	12	28	7	56
Total	19	21	47	93	47	34	9	270

* One reply tabulated from each city school system. Replies from counties tabulated in separate table; replies from state departments and colleges not included in this table.

Table 3A shows the number of cities represented by the replies, a total of 270. Approximately 32 per cent of these cities have a population of 30,000 and over; 34 per cent range in population from 10,000 to 30,000; and 33 per cent have less than 10,000 population. The number of counties is shown in Table 3B. These tables also show the number of secretaries employed in the school systems, according to the population groupings of the cities or counties. However, this phase of the tables is not significant because of the wide range of population within each grouping, which makes any comparison of number of secretaries employed not valid.

TABLE 3B
NUMBER OF COUNTIES* REPRESENTED BY REPLIES BY SIZE OF
COUNTY AND NUMBER OF SECRETARIES IN SCHOOL SYSTEM, 1942

Number of Secretaries	Population of County							Total Number
	Over 200,000	100,000 to 200,000	30,000 to 100,000	10,000 to 30,000	5,000 to 10,000	2,500 to 5,000	Below 2,500	
15-19	---	1	1	---	---	---	---	2
10-14	---	---	1	1	---	---	---	2
5-9	---	---	---	1	---	---	---	1
2-4	---	1	4	6	2	---	---	13
1	---	---	2	3	4	2	2	13
Total	---	2	8	11	6	2	2	31

* One reply tabulated from each county school system.

PART II — TRAINING, EXPERIENCE, DUTIES OF SCHOOL SECRETARIES

TABLE 4
YEARS OF TRAINING, SCHOOL SECRETARIES, 1942
BY SCHOOL DIVISION

Years of Training	Elementary		Secondary		Administrative		Total	
	No. of	Per	No. of	Per	No. of	Per	No. of	Per
	Secr'y's.	Cent	Secr'y's.	Cent	Secr'y's.	Cent	Secr'y's.	Cent
Beyond high school graduation								
6.0 or more								
College			1	.46	1	.36	2	.35
Business								
Combination ..								
Total			1	.46	1	.36	2	.35
5.0-5.9								
College	1	1.28			2	.72	3	.52
Business								
Combination ..			2	.91	7	2.51	9	1.56
Total	1	1.28	2	.91	9	3.23	12	2.08
4.0-4.9								
College	3	3.85	18	8.22	14	5.02	35	6.08
Business								
Combination ..			10	4.57	4	1.43	14	2.43
Total	3	3.85	28	12.79	18	6.45	49	8.51
3.0-3.9								
College	1	1.28	5	2.28	3	1.07	9	1.56
Business								
Combination ..	3	3.85	4	1.83	7	2.51	14	2.43
Total	4	5.13	9	4.11	10	3.58	23	3.99
2.0-2.9								
College	6	7.69	14	6.39	20	7.17	40	6.94
Business	2	2.56	5	2.28	11	3.94	18	3.12
Combination ..	4	5.13	8	3.65	15	5.38	27	4.69
Total	12	15.38	27	12.32	46	16.49	85	14.75
1.0-1.9								
College	2	2.56	15	6.85	16	5.73	33	5.73
Business	11	14.10	28	12.79	24	8.60	63	10.94
Combination ..	3	3.85	7	3.20	10	3.59	20	3.47
Total	16	20.51	50	22.84	50	17.92	116	20.14
Less than 1								
College	2	2.56	2	.91	6	2.15	10	1.74
Business	5	6.42	17	7.76	20	7.17	42	7.29
Combination ..	1	1.28			5	1.79	6	1.04
Total	8	10.26	19	8.67	31	11.11	58	10.07
Extension courses								
Total number of secretaries ..	14	17.95	27	12.33	30	10.75	71	12.33
High school only								
Total number of secretaries ..	20	25.64	56	25.57	84	30.11	160	27.78
Grand Total ..	78	100.00	219	100.00	279	100.00	576	100.00
Median number of years beyond high school graduation (excluding extension courses)		1.88		1.98		2.03		1.99
Median number of years beyond high school, including extension courses in "less than 1") ..		1.44		1.71		1.73		1.68

Table 4 reveals interesting information in regard to the education preparation of the secretaries who replied. It is important to note that for those having no formal education beyond high school the percentage in the different school divisions range between 25 and 30; and that a somewhat larger proportion of such secretaries is employed in administrative offices than in elementary and secondary school offices. Also, for those having two or more years of education training beyond high school the percentages in the school divisions range between 25 and 30, about 30 per cent of those in this classification being employed in secondary schools and the same percentage in administrative offices.

The number of secretaries having taken extension courses is given separately because it was impossible to determine from the questionnaire the exact amount of time spent in extension work on a comparable basis with the time spent in full-time study. However, if the number of secretaries who have had extension courses is arbitrarily placed in the "less than 1" year category, the median number of years of training beyond high school for all respondents who reported training above high school would be as follows: elementary—1.44; secondary—1.71; administrative—1.73; total, 1.68. The median number of years of advanced training for those respondents who had full-time study beyond high school (excluding extension courses) is as follows: elementary—1.88; secondary—1.98; administrative—2.03; total—1.99.

The percentages shown in Table 4 indicate the proportion of all secretaries reporting who have had the different types of training.

Another interesting phase of the information in this table has to do with the type of school in which those having full-time advanced training took their work. Of the 86 secretaries having 3 years or more of training above high school, none had spent that time in business school exclusively. However, of these 86, 43 per cent had combined business training with their college work. Of the 85 secretaries having 2, and up to 3, years of full-time advanced training, 47 per cent had college work, 21 per cent had business training, and 32 per cent had a combination of the two. Of the 116 secretaries having 1 year and up to 2 years of full-time advanced training, 29 per cent had college training, 54 per cent had business training, and 17 per cent had a combination of the two.

TABLE 5
NUMBER OF SECRETARIES HOLDING DEGREES AND DIPLOMAS, 1942
BY SCHOOL DIVISION

	Elementary	Secondary	Administrative	Total	Per Cent Total is of Total Number Answering Questionnaire* (576)
Degrees					
Bachelor	3	28	26	57	9.90
Master	1	1	1	3	.52
Total number holding degrees ..	4	29	27	60	10.42
Diplomas (or certificates)†					
Normal college ...	3	9	10	22	3.82
Junior college ...	1	7	8	16	2.78
Business college:					
2 year	2	8	8	18	3.12
1 year	8	16	25	49	8.51
Total number holding diplomas (or certificates) ..	14	40	51	105	18.23

* Based on total in Table 1.

† There were others having approximately the same amount of training who had not been granted diplomas or certificates.

According to the tabulation in Table 5, 10 per cent of the respondents are college graduates. Five per cent of the elementary school secretaries replying are in this category, 13 per cent of the secondary school secretaries, and practically 10 per cent of the secretaries in the administrative offices. About 4 per cent of the secretaries in each group have received normal college diplomas.

TABLE 6
SUGGESTIONS REGARDING AMOUNT OF TRAINING FOR
SCHOOL SECRETARIES

Table 6 shows frequency of mention of certain replies to the question, "What do you consider the minimum amount of training for a school secretary?" Many of the respondents gave two or more answers to this question; however, this table shows only those replies that gave one answer to the question, since only in these cases did it seem clear that the respondents had in mind the minimum essential.

Minimum Essential Amount of Training	Frequency of Mention
High school	197*
1 year business school	8
1 year college	11
2 years business school	67
2 years college	28
2 or 2+ years college and business school†	14
3 or 4 years college and business school†	5
4 years college	12
Total replies	342

* Of these, 26 specified that high school training should include business courses.

† These suggestions were written in, as no provisions were made for them on the list submitted for checking.

It may be assumed from this table that 197 of the 342 respondents involved felt that high school training is the minimum amount of training essential for a school secretary; however it is not believed that this necessarily implies that they felt that this amount of training is sufficient. The other 145 in this group presumably felt definitely that high school training is not sufficient training for this work.

From the replies which gave two or more answers to the question concerning minimum training, not included in Table 6, it is interesting to note the following facts: Of the highest suggestions given in regard to training, 12 were for 1 year of business school; 17 were for 1 year of college; 76 were for 2 years of business school; 55 were for 2 years of college; and 52 were for 4 years of college.

TABLE 7
TYPES OF COURSES SUGGESTED FOR INCLUSION IN A COLLEGE
CURRICULUM FOR PUBLIC SCHOOL SECRETARIES

	Frequency of Mention	Rank
Courses designated as secretarial, business, or commercial	642	1
Secretarial	199	
Shorthand	99	
Typing	87	
Office practice or management	60	
Bookkeeping	60	
Accounting	43	
Office machines	39	
Filing	29	
Telephone technique	9	
Business etiquette	7	
Commercial law	6	
Penmanship	4	

Psychology (This includes child, educational, and business psychology, as well as public relations, personality and personnel problems)	386	2
English (This includes grammar, punctuation, spelling, editing, letter writing, proof reading, journalism, speech)	316	3
Cultural subjects (This includes English literature, languages, science, economics, sociology, philosophy)	158	4
Education (This includes history, philosophy, principles, theory, fundamentals, and methods of education, as well as school law)	104	5
Mathematics (This includes statistics, finance, and school accounting)	93	6
Principles of administration (This includes school and business administration)	75	7
Guidance (This includes counseling and discipline)	23	8
First Aid	19	9
Health (This includes hygiene and physiology)	13	10
Tests and measurements	9	11
Mental hygiene	7	12
Budget making	6	13
Curriculum making	6	13
Social service	6	13
Schedule making	5	16
Library science	2	17
Textbook selection	2	17
Publicity	1	19
Parent education	1	19
Recreational leadership	1	19

The emphasis upon secretarial subjects in Table 7 gives evidence that the secretaries are conscious of the specific skills required in their work. Since Table 6 indicated that relatively few secretaries considered college education requisite for their work, it is interesting to study the types of general educational courses suggested. While many different interpretations of the relationships between the courses suggested are possible, certain consolidations have been made arbitrarily in Table 7. This table should be studied in connection with Table 9, which outlines the duties performed by school secretaries, in order to determine the degree to which the courses suggested would be helpful in the performance of the duties described.

TABLE 8
TOTAL YEARS OF SCHOOL EXPERIENCE, SCHOOL SECRETARIES, 1942
BY SCHOOL DIVISION

Years of Experience	Elementary		Secondary		Administrative		Total	
	No. of Secr'ys.	Per Cent	No. of Secr'ys.	Per Cent	No. of Secr'ys.	Per Cent	No. of Secr'ys.	Per Cent
25 and over	4	5.26	6	2.76	20	7.30	30	5.29
20.0-24.9	4	5.26	16	7.37	40	14.60	60	10.58
15.0-19.9	10	13.16	55	25.35	71	25.91	136	23.99
10.0-14.9	21	27.63	66	30.42	59	21.53	146	25.75
5.0-9.9	15	19.74	42	19.35	58	21.18	115	20.28
2.0-4.9	13	17.11	23	10.60	21	7.66	57	10.05
1.9 or less	9	11.84	9	4.15	5	1.82	23	4.06
Total number of secretaries	76	100.00	217	100.00	274	100.00	567	100.00
Median number of years	10.24		12.61		14.49		13.03	
No answer	2		2		5		9	

Table 8 shows that about 16 per cent of the school secretaries reporting had twenty years or more of experience in school work, about 40 per cent had fifteen years or more, 65 per cent had ten years or more. Because this questionnaire was sent out early in 1942, the effect of war-time salaries upon the holding power of the school secretarial position does not enter into consideration.

The rank, according to frequency of mention, of the duties listed on the check list given on the questionnaire form is given in Table 9. Rank 1 shows greatest frequency. The same rank is used in cases where the frequency of mention was the same, which accounts for the fact that in the table some numbers are used more than once and others are missing.

TABLE 9
DUTIES PERFORMED BY SCHOOL SECRETARIES

Duties Listed on Check List of Questionnaire Form	Rank according to Frequency of Mention			Total
	Elementary	Secondary	Administrative	
Meeting office callers	2	1	2	1
Answering telephone	1	3	1	2
Filing	3	2	3	3
Writing routine letters	14	5	4	4
Mimeographing for office	5	4	8	5
Dictation and transcription	11	6	5	6
Opening and distributing mail	6	7	7	7
Making appointments	9	8	6	8
Handling school supply records and requisitions	4	9	9	9
Making out pay rolls, checks, vouchers	10	12	10	10
Keeping attendance records of pupils and teachers	7	11	12	11
Bookkeeping	8	14	11	12
Keeping pupils' cumulative records	12	10	15	13
Arranging for substitute teachers	15	14	13	14
Mimeographing for faculty members	12	13	18	15
Keeping internal accounting records	16	16	14	16
Acting as notary public	18	18	17	17
Taking minutes at school board meetings	18	19	16	18
Taking minutes at faculty meetings	17	17	19	19

In answer to the question "Are there any **other** duties which you are often called upon to perform?" many descriptive statements were given. No definite ranking of frequency of mention was made of these duties because the grouping of the duties into different categories had to be done on the basis of an interpretation of the various descriptions, and therefore could not be strictly accurate. However, the order in which the groupings of duties are discussed in the following paragraphs indicates in an approximate way the frequency of mention.

The making of reports and the keeping of records were very frequently mentioned by all groups. The reports were described in various ways—financial, statistical, monthly and annual, state, vocational, custodial, census, and the like. The records covered financial, vocational, textbook, teacher application and certification, school (especially senior class), school census, and so forth. Many stated that they had full responsibility for the reports and records.

Duties having to do with financial or business matters were frequently mentioned. Some typical ones in the schools were receiving money from dues, fines, and fees; paying bills; banking; selling supplies, tickets, war stamps and bonds, books (in some cases the secretary managed the book store); handling funds such as milk, lunch, and group insurance; acting as cashier in cafeteria. In the administrative offices of the smaller cities especially (up to 30,000 population) a good deal of responsibility seemed to be taken in handling District funds, both in receiving and disbursing. A few had the title of clerk or secretary of the Board. Also, in the smaller cities especially there seemed to be considerable responsibility taken in the purchase of supplies and equipment for the District. In addition, many from both large and small cities reported such duties as checking bills, writing orders and contracts, securing quotations, ordering department supplies.

In the schools, the following duties were typical: enrolling pupils, involving

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conferences on election of subjects; checking on absences and the reasons therefore; assisting in the making of pupils' schedules and the master schedules; assisting with discipline and counseling; taking over study halls, classes, and yard duty for short periods of time. From the administrative offices especially, issuing employment certificates to pupils was reported as a duty performed.

Distribution of books from the textbook room and from the library (in some cases the secretary was in charge of the library) and the distribution of other supplies were common duties, both in the schools and the administrative offices.

Applying first aid, especially when the nurse was not present, was often mentioned as a duty assumed in the schools.

In both the administrative offices and the schools, supervision of the office was a responsibility carried by many, especially supervision of student assistants and NYA workers.

Among the duties reported, more frequently from the administrative offices than the schools, were such tasks of proof reading and editing; preparation of notices, bulletins, and forms; compiling the directory, and the like.

Various duties in connection with the making of the budget were listed, especially by the administrative office secretaries.

Among the duties specifically involving assistance in community affairs were giving help to the P.-T.A., preparing for war rationing and for money-raising drives, helping with welfare projects.

A few of the many other duties listed were scheduling of rentals of buildings; checking of non-residents and billing for tuition; scheduling meetings and luncheons; making arrangements for school elections; auditing and accounting; carrying on research work; giving information (as a special duty); making arrangements for graduation; assigning lockers and taking charge of keys; making inventories; arranging for excursions.

The duties performed by school secretaries are so varied that only the typical ones have been mentioned.

TABLE 10
ANSWERS TO QUESTION "WHAT IS YOUR OPINION IN REGARD TO
CERTIFICATION OF SCHOOL SECRETARIES?"

	Elementary		Secondary		Administrative		Total	
	Number	Per Cent	Number	Per Cent	Number	Per Cent	Number	Per Cent
Definitely in favor..	26	33.3	68	31.1	92	33.0	186	32.3
Favor with qualifications	12	15.5	32	14.6	37	13.2	81	14.0
Do not favor	15	19.2	32	14.6	55	19.8	102	17.7
Undecided or gave no opinion ...	21	26.9	68	31.1	64	22.9	153	26.6
Unclassified	4	5.1	19	8.6	31	11.1	54	9.4
Total	78	100.0	219	100.0	279	100.0	576	100.0

The varied answers given to the question "What is your opinion in regard to certification of school secretaries?" were interpreted according to the classifications given in Table 10. The question, it will be noted, did not specifically ask for an opinion as to when it was thought certification, if it was considered desirable, should be accomplished; and most of the answers did not cover that point. However, some that were placed in the category "definitely in favor" used such expressions as "a worthy goal," indicating that they were not thinking of it as an immediate objective. On the other hand, some of those answers placed in the division "do not favor" stated that they did not favor it "at present."

The answers did not indicate unanimity as to the basis upon which certification had been considered. The largest number who expressed their thoughts re-

garding such a basis used the words "training" or "preparation." Other typical expressions used were as follows:

"On basis of training and experience."

"Those in system a certain number of years should receive blanket certification."

"Should receive certificate testifying to their ability."

"Should be able to pass a test, and a continuation of certification should be based on in-service training or extension work."

"Certification should be similar to vocational certification, i.e., industrial training."

Of those who gave reasons for favoring certification, the largest number used such expressions as "to raise the standards of the position" or "to advance professional status." Other typical reasons given were as follows:

"A position of this responsibility requires certain qualifications and training."

"Would draw higher type of worker."

"Time required for training would mean more maturity for beginners."

"Should have certification in order to secure proper salary and security."

Some of the typical reasons given for not favoring certification were as follows:

"Personal qualifications more important."

"Would bar many capable people."

"Difficult to inaugurate."

"How can we set the same standards for different sized school districts?"

"Salaries paid in most cases do not justify it."

Some of the reasons given for not favoring certification at present were as follows:

"The term school secretary needs definition and limitations before certification is desirable."

"Until we can determine the education the secretary in a school needs in order to perform her tasks efficiently, it is not wise to strive for certification through hasty planning."

"Do not believe we are at that place yet, especially in the smaller communities, where finances would not permit too rigid requirements."

In the category "favor with qualifications" were placed such answers as "might be desirable" or "probably would be a good thing." Some of the qualifications specifically expressed were as follows:

"For certain positions."

"If different grades of certificates were issued."

"If standards are not too high, to cause scarcity of help."

"If salaries would be increased to meet expenses incurred."

"If it would benefit us materially." (Such comments referred especially to retirement and tenure.)

"If responsibilities were extended."

"If made to protect those already in service."

PART III — SALARIES OF SECRETARIAL GROUP

Because the working year for school secretaries varies from nine to twelve months, the monthly salary has been used for comparative purposes. The various tables on salaries show the distribution of monthly salaries on the basis of school divisions, population areas of the United States, years of training, years of school experience, and length of working year. It has not been possible to correlate the years of training and years of experience to show their combined effect upon salaries; nor has it been possible to indicate what effect experience in other than school work has had upon salaries.

TABLE 11
DISTRIBUTION OF MONTHLY SALARIES PAID SCHOOL SECRETARIES, 1942
BY SCHOOL DIVISION

Monthly Salary	Elementary	Secondary	Administrative	Total Number
\$230 and above	---	---	2	2
220-229	---	---	4	4
210-219	---	---	6	6
200-209	---	1	5	6
190-199	---	6	5	11
180-189	---	5	5	10
170-179	1	5	17	23
160-169	2	13	21	36
150-159	3	12	27	42
140-149	2	16	18	36
130-139	6	29	25	60
120-129	16	27	40	83
110-119	12	26	25	63
100-109	8	24	37	69
90-99	10	16	6	32
80-89	3	20	17	40
70-79	11	10	10	31
60-69	2	3	4	9
50-59	2	2	1	5
Below \$50	---	2	---	2
Total	78	217	275	570
Median Salary				
No answer	---	2	4	6

TABLE 12
DISTRIBUTION OF MONTHLY SALARIES PAID SCHOOL SECRETARIES, 1942
BY REGION*

Monthly† Salaries	New England	Middle Atlantic	Southeast	Middle States	Southwest	Northwest	Far West	Total
\$230 and above	---	2	---	---	---	---	---	2
\$220-229	---	2	---	2	---	---	---	4
210-219	---	2	---	3	---	1	---	6
200-209	---	2	2	1	---	1	---	6
190-199	---	1	---	5	---	---	5	11
180-189	2	4	---	4	---	---	---	10
170-179	---	7	---	10	2	2	2	23
160-169	1	11	2	13	2	4	3	36
150-159	4	18	1	12	1	3	3	42
140-149	2	8	1	19	---	4	2	36
130-139	6	19	3	18	4	6	4	60
120-129	7	19	7	27	2	8	13	83
110-119	7	15	4	25	2	2	8	63
100-109	4	21	8	20	6	9	1	69
90-99	---	6	4	10	3	4	5	32
80-89	2	11	2	15	2	8	---	40
70-79	1	10	2	8	1	9	---	31
60-69	1	1	2	4	---	1	---	9
50-59	---	---	1	2	1	1	---	5
Below \$50	---	---	---	2	---	---	---	2
Total	37	159	39	200	26	63	46	570
Median Salary	\$125.00	\$128.16	\$111.25	\$125.19	\$110.00	\$119.44	\$126.92	\$124.10
No answer	---	1	---	4	---	1	---	6

* See Table 1 for classification of states.

† No replies from elementary schools included.

TABLE 13
DISTRIBUTION OF MONTHLY SALARIES PAID SCHOOL SECRETARIES, 1942
BY YEARS OF TRAINING

Monthly Salary	Number of Years of Training Above High School							Extension Courses*	High School Training Only	Total No.
	6 and over	5.0-5.9	4.0-4.9	3.0-3.9	2.0-2.9	1.0-1.9	Less Than 1			
\$230 and above	---	---	---	---	1	---	1	---	2	2
\$220-\$229	---	---	1	---	1	---	---	---	2	4
210- 219	---	1	---	---	---	3	3	1	1	6
200- 209	---	---	2	---	---	---	---	1	---	6
190- 199	---	2	1	---	2	2	1	---	3	11
180- 189	---	1	1	---	2	2	---	---	4	10
170- 179	---	1	4	3	1	3	3	3	5	23
160- 169	---	2	3	---	4	4	4	3	16	36
150- 159	1	1	4	2	7	5	6	7	9	42
140- 149	---	1	2	2	10	5	3	7	6	36
130- 139	1	1	5	2	6	16	3	6	20	60
120- 129	---	---	8	4	11	21	3	17	19	83
110- 119	---	---	6	4	9	16	4	6	18	63
100- 109	---	1	7	3	10	14	10	11	13	69
90- 99	---	1	3	---	3	7	7	4	7	32
80- 89	---	---	1	---	6	10	2	4	17	40
70- 79	---	---	1	1	7	6	1	1	14	31
60- 69	---	---	---	1	1	2	2	---	3	9
50- 59	---	---	---	---	2	---	2	---	1	5
Below \$50	---	---	---	---	---	---	1	---	1	2
Total	2	12	49	22	83	116	56	71	159	570
Median Salary	\$145.00	\$165.00	\$128.13	\$125.00	\$123.18	\$121.43	\$117.50	\$125.59	\$122.89	\$124.10
No answer	---	---	---	1	2	---	2	---	1	6

*Not possible to determine length of time spent, on comparable basis with full-time school work.

TABLE 14
DISTRIBUTION OF MONTHLY SALARIES PAID SCHOOL SECRETARIES, 1942
BY YEARS OF TOTAL SCHOOL EXPERIENCE

Monthly Salaries	25 and over	Years of Total School Experience						Total	No Answer
		20.0-24.9	15.0-19.9	10.0-14.9	5.0-9.9	2.0-4.9	1.9 or less		
\$230 and above	1	---	---	1	---	---	---	2	---
\$220-\$229	1	2	---	1	---	---	---	4	---
210- 219	2	2	1	1	---	---	---	6	---
200- 209	3	1	2	---	---	---	---	6	---
190- 199	---	2	5	3	1	---	---	11	---
180- 189	2	4	2	2	---	---	---	10	---
170- 179	4	5	9	3	2	---	---	23	---
160- 169	3	7	14	7	5	---	---	36	---
150- 159	1	9	17	10	3	1	---	41	1
140- 149	3	3	17	8	5	---	---	36	---
130- 139	5	6	15	22	12	---	---	60	---
120- 129	---	5	21	31	20	6	---	83	---
110- 119	1	8	11	19	16	7	---	62	1
100- 109	2	5	9	21	20	8	---	65	4
90- 99	1	---	4	5	13	7	1	31	1
80- 89	1	---	5	3	10	14	6	39	1
70- 79	---	1	2	5	5	7	10	30	1
60- 69	---	---	---	2	2	3	2	9	---
50- 59	---	---	---	---	---	2	3	5	---
Below \$50	---	---	---	---	---	1	1	2	---
Total	30	60	134	144	114	56	23	561	9
Median Salary	\$163.33	\$152.22	\$140.00	\$125.48	\$114.38	\$91.43	\$75.50	\$124.52	---
No answer	---	---	2	2	1	1	---	---	15

TABLE 15
DISTRIBUTION OF MONTHLY SALARIES PAID SCHOOL SECRETARIES, 1942
BY LENGTH OF WORKING YEAR

Monthly Salary	Length of Working Year				Total Number
	12 Months	11.0-11.9 Months	10.0-10.9 Months	9.0-9.9 Months	
\$230 and above	2	---	---	---	2
\$220-\$229	4	---	---	---	4
210- 219	6	---	---	---	6
200- 209	6	---	---	---	6
190- 199	9	---	2	---	11
180- 189	7	1	1	1	10
170- 179	22	---	1	---	23
160- 169	27	1	8	---	36
150- 159	36	3	3	---	42
140- 149	27	3	5	1	36
130- 139	44	8	8	---	60
120- 129	63	3	16	1	83
110- 119	47	1	13	2	63
100- 109	53	2	11	3	69
90- 99	16	---	12	4	32
80- 89	30	3	6	1	40
70- 79	13	---	14	4	31
60- 69	5	---	4	---	9
50- 59	1	---	1	3	5
Below \$50	---	1	1	---	2
Total	418	26	106	20	570
Median Salary	\$126.98	\$133.75	\$113.08	\$95.00	\$124.10
No answer	6	---	---	---	6

TABLE 16
DISTRIBUTION OF ACTUAL ANNUAL SALARIES PAID SCHOOL
SECRETARIES, 1942 — BY LENGTH OF WORKING YEAR

Annual Salary	Length of Working Year				Total Number
	12 Months	11.0-11.9 Months	10.0-10.9 Months	9.0-9.9 Months	
\$2,700 and above	4	---	---	---	4
\$2600-\$2699	4	---	---	---	4
2500- 2599	6	---	---	---	6
2400- 2499	4	---	---	---	4
2300- 2399	8	---	---	---	8
2200- 2299	6	---	---	---	6
2100- 2199	18	---	---	---	18
2000- 2099	18	1	---	---	19
1900- 1999	20	---	2	---	22
1800- 1899	31	1	1	1	34
1700- 1799	17	---	1	---	18
1600- 1699	40	3	8	---	51
1500- 1599	53	3	3	---	59
1400- 1499	31	7	5	---	59
1300- 1399	48	4	9	---	61
1200- 1299	44	2	15	2	63
1100- 1199	12	1	15	---	28
1000- 1099	25	---	9	1	35
900- 999	17	2	12	6	37
800- 899	6	1	6	2	15
700- 799	5	---	14	1	20
600- 699	1	---	4	4	9
Below \$600	---	1	2	3	6
Total	418	26	106	20	570
Median Annual Salary	\$1537.73	\$1428.57	\$1140.00	\$900.00	\$1425.58
No answer	6	---	---	---	6

Table 16 shows the actual annual salaries classified according to the length of the working year. Vacations with pay are included as part of the working year.

TABLE 17
MEDIAN SALARIES PAID SCHOOL SECRETARIES, 1942

	Monthly	Medium Salary	Annual
School Division			
Elementary	112.50		
Secondary	122.04		
Administrative	129.38		
Region			
New England*	125.00		
Middle Atlantic	128.16		
Southeast	111.25		
Middle States	125.19		
Southwest	110.00		
Northwest	119.44		
Far West	126.92		
Years of Training			
Beyond High School Graduation:			
6 years and over	145.00		
5.0-5.9 years	165.00		
4.0-4.9 years	128.13		
3.0-3.9 years	125.00		
2.0-2.9 years	123.18		
1.0-1.9 years	121.43		
Less than 1 year	117.50		
Extension courses	125.59		
High School only	122.89		
Years of School Experience			
25 years and over	163.33		
20.0-24.9 years	152.22		
15.0-19.9 years	140.00		
10.0-14.9 years	125.48		
5.0-9.9 years	114.38		
2.0-4.9 years	91.43		
1 year	75.50		
Length of Working Year			
12 months	126.98		\$1537.73
11.0-11.9 months	133.75		1428.57
10.0-10.9 months	113.08		1140.00
9.0-9.9 months	95.00		900.00
Total	\$ 124.10		\$1425.58

*No answers from elementary schools included.

PART IV. PRACTICES AFFECTING WORKING CONDITIONS, AND MARITAL STATUS OF SECRETARIES

The number of months of employment in a year, the working hours in the day, employment on Saturdays, and the amount of vacation with pay are all important factors in personnel relationships and in the determination of salaries.

Table 18 indicates very clearly that the tendency is for elementary school offices to be in operation ten months a year, and for the secondary and administrative offices to be in operation the year-round.

TABLE 18
NUMBER OF MONTHS A YEAR SECRETARIES WERE EMPLOYED, 1942
BY SCHOOL DIVISION

No. of Months	Elementary		Secondary		Administrative		Total	
	No. of Sec'y's.	Per Cent	No. of Sec'y's.	Per Cent	No. of Sec'y's.	Per Cent	No. of Sec'y's	Per Cent
12	15	19.23	152	69.40	257	92.11	424	73.62
11.0-11.9	1	1.28	22	10.05	3	1.08	26	4.51
10.0-10.9	52	66.67	39	17.81	15	5.38	106	18.40
9.0-9.9	10	12.82	6	2.74	4	1.43	20	3.47
Total number of secretaries	78	100.00	219	100.00	279	100.00	576	100.00
Median number of months	10.56		11.28		11.46		11.32	

TABLE 19
REPLIES CONCERNING SCHEDULED WORKING HOURS IN DAY,
EXCLUDING LUNCH HOUR, FOR SCHOOL SECRETARIES, 1942
BY SCHOOL DIVISION

Number of Hours	Elementary	Secondary	Administrative	Total
Over 8	---	12	3	15
8	32	91	81	204
7.0-7.9	31	97	161	289
6.0-6.9	12	18	33	63
Less than 6	3	1	1	5
Total number of replies ..	78	219	279	576
Median number of hours ..	7.77	7.93	7.66	7.76

The question asked about working hours was meant to apply to scheduled working hours, and it is believed that most of the answers were given from that point of view. However, it is probable that the fifteen people whose replies are tabulated in the top category did not interpret the question as it was meant. However, with the figures taken as reported, 41 per cent of those from the elementary schools work eight hours, as do 41.6 per cent from the secondary schools, and 29 per cent from the administrative offices. This lower percentage from the administrative offices may be offset to some extent by the fact that more of these secretaries work on Saturdays, as shown in Table 20.

TABLE 20
DISTRIBUTION OF REPLIES CONCERNING WORK ON SATURDAY
MORNING, FOR SCHOOL SECRETARIES, 1942
BY SCHOOL DIVISION

	Elementary		Secondary		Administrative		Total	
	Number	Per Cent	Number	Per Cent	Number	Per Cent	Number	Per Cent
Do work								
Regularly	16	20.51	82	37.44	169	60.57	267	46.35
Occasionally ..	5	6.41	46	21.01	37	13.26	88	15.28
Total —								
Do work	21	26.92	128	58.45	206	73.83	355	61.63
Do not work	57	73.08	91	41.55	73	26.17	221	38.37
Total number reporting	78	100.00	219	100.00	279	100.00	576	100.00

TABLE 21
NUMBER OF SECRETARIES HAVING SUMMER VACATION WITH PAY, 1942
BY LENGTH OF WORKING YEAR

Length of Vacation	12	Number of Months in Working Year			Number	Total	
		11.0-11.9	10.0-10.9	9.0-9.9		Number	Per Cent
Over 4 weeks	15	---	---	---	15	3.50	
4 weeks	57	2	1	---	60	14.02	
3 weeks	92	---	---	---	92	21.50	
2 weeks	247	4	2	2	255	59.58	
1 week	4	1	1	---	6	1.40	
Total having vacation ..	415	7	4	2	428	100.00	
Median length of vacation (weeks) ..	2.82	2.63	2.50	2	2.82		

The general tendency as shown in Table 21 appears to be toward a two weeks' vacation with pay. This table would be more informative, however, if it were possible to correlate it with Table 22, which shows the situation with regard to the regular school vacations during the year.

TABLE 22

REPLIES CONCERNING REGULAR SCHOOL VACATIONS FOR SCHOOL SECRETARIES, SUCH AS CHRISTMAS, SPRING, AND THE LIKE, 1942
BY SCHOOL DIVISION

	Elementary		Secondary		Administrative		Total	
	Number	Per Cent	Number	Per Cent	Number	Per Cent	Number	Per Cent
Do have								
All of vacations	48	61.54	69	31.65	48	17.58	165	29.00
Partial vacations	26	33.33	114	52.29	142	52.02	282	49.56
Total—Do have	74	94.87	183	83.94	190	69.60	447	78.56
Do not have	4	5.13	35	16.06	83	30.40	122	21.44
Total number of replies	78	100.00	218	100.00	273	100.00	569	100.00
No answer	---	---	1	---	6	---	7	---

Table 22 shows the answers to the question "Are you granted the regular school vacations: e.g., Christmas, Spring, and so forth?" In the case of the elementary school secretaries, with the exception of those on a twelve months' basis, it is believed that the time allowed during such periods as the Christmas and Spring vacations constitutes their regular vacations.

TABLE 23

NUMBER OF PLACES* HAVING RETIREMENT AND TENURE PROVISIONS
FOR SCHOOL SECRETARIES, 1942

States	Number of Places Reporting from States Listed	Number of Places Having Retirement	Number of Places Having Tenure	Number of Places Under Civil Service
California	14	3	---	1
Colorado	5	1	---	---
Delaware	2	1	---	---
District of Columbia	1	1	---	---
Georgia	6	1	1	---
Illinois	16	9	---	---
Kansas	5	5	---	---
Kentucky	3	2	---	---
Louisiana	4	4	---	---
Maine	1	1	---	---
Maryland	3	2	---	---
Massachusetts	20	18	---	7
Michigan	17	17	---	---
Minnesota	2	1	---	---
Missouri	8	1	---	---
North Carolina	3	3	---	---
New Jersey†	54	6	51	---
New York	10	5	---	6
Ohio	20	18	---	3
Pennsylvania	18	18	1	---
Texas	2	2	---	---
Vermont	3	2	---	---
Virginia	7	2	---	---
Washington	1	1	---	---
Wisconsin	5	1	---	1
Wyoming	3	1	---	---
Total	223	126	53	18

* Replies from colleges and state departments not included.

† In New Jersey such employees are protected by state law and receive tenure of office upon employment for a fourth consecutive year in the same school district.

State law in New Jersey permits the organization of pension funds in counties of the first class for "other employees of boards of education." This classification includes school secretaries.

As shown in Table 23, retirement in 1942 was provided for secretaries in 126 of the places represented in the replies and tenure in 53 of the places, 51 of these being in one state. This may be compared with the figures in Tables 3A and 3B, which show that 270 cities and 31 counties are represented in the replies, or a total of 301 different places. Information is not available as to whether the provisions for the granting of retirement with pension are local or state. However, the table seems to indicate that in certain states at least the provisions may be state-wide. According to this table, it seems that the granting of tenure to school secretaries occurs but rarely. Civil service provisions protect school secretaries in several cities.

TABLE 24
MARITAL STATUS OF SECRETARIES, 1942
BY REGION*

Region	Married	Not Married	No Answer
New England	2	35	----
Middle Atlantic	29	131	----
Southeast	14	25	----
Middle States	44	159	1
Southwest	9	17	----
Northwest	15	49	----
Far West	17	29	----
Number of secretaries reporting	130	445	1

*For classification of states, see Table 1.

According to Table 24, 22.6 per cent of the respondents were married and 77.4 per cent were not.

ANNUAL CONVENTION AGAIN CANCELLED

The National Association of School Secretaries is complying for the second war year with the request of government officials that no convention be held. Consequently, only the members of the Executive Board will confer in Pittsburgh in July in order to prepare for another year. The following excerpts from a letter from Mr. H. A. Allan, Business Manager of the National Education Association, to Betty Zimmermann, explain the attitude of the National Education Association toward holding a large convention:

"It is the opinion of the government officials responsible for transportation that there is increasing need for curtailment of convention activities. This is also borne out by the congested conditions in hotels.

"Our plans for the annual meeting of this Association at Pittsburgh do not provide for any general meetings of the Association or its departments. Our Representative Assembly is to meet on July 5th and 6th. We have made provision on July 4th for departments to have meetings at which they can elect officers or transact other business necessary for their continued activities. Officers of departments are advised that attendance at these meetings should be restricted to those who are delegates to the N.E.A. Representative Assembly unless there are interested members in the immediate Pittsburgh area.

"We would be failing to observe the wartime restrictions if we encouraged or gave permission to any other groups to meet at Pittsburgh at the time when our Association is there."

Officers and Executive Committee Members—1943-44



BETTY ZIMMERMANN
President
Milwaukee, Wisconsin



VIRGINIA A. HALSEY
Honorary President
Montclair, New Jersey



BELLE KUEHNY
Vice-President
Los Angeles, California



ANNE J. CRITCHLOW
Vice-President
Salt Lake City, Utah



ELEANOR M. DEARDEN
Vice-President
Springfield, Massachusetts



MILDRED FARNIER
Recording Secretary
Findlay, Ohio



SARA MILNER
Corresponding Secretary
Atlanta, Georgia



EDNA ATKINSON
Treasurer
Oak Park, Illinois



ALBERTA CORDIER
Executive Member
Denver, Colorado



CATHERINE DALY
Executive Member
Detroit, Michigan



GRACE B. HOLT
Executive Member
Phoenix, Arizona



GRACE CONSTANCE KING
Executive Member
Richmond, Virginia

MEMBERSHIP

BELLE KUEHNY

Vice-President in Charge of Membership

Los Angeles, California

With the untiring help of the sectional and state chairmen we have been able to top last year's membership. We feel this is very good considering the big turnover in clerical positions. This is particularly true in the western area and in industrial centers where the compensation is so much greater than in the schools. My sincere acknowledgment and appreciation goes to Sara Milner, affectionately known as "Sally." She has worked tirelessly this whole year and without her aid it would have been hard for me to carry on. Thanks, Sally.

MEMBERSHIP BY STATES, YEAR 1943-1944

State	No. of Members	State	No. of Members
District of Columbia	51	Nebraska	3
Alabama	5	New Hampshire	9
Arizona	32	New Jersey	113
Arkansas	11	New Mexico	---
California	55	Nevada	---
Colorado	53	New York	26
Connecticut	17	North Carolina	3
Delaware	18	North Dakota	1
Florida	3	Ohio	82
Georgia	44	Oklahoma	7
Idaho	---	Oregon	5
Illinois	60	Pennsylvania	155
Indiana	53	Rhode Island	1
Iowa	15	South Carolina	14
Kansas	7	South Dakota	3
Kentucky	13	Tennessee	8
Louisiana	19	Texas	3
Maine	14	Utah	31
Maryland	5	Vermont	5
Massachusetts	31	Virginia	26
Michigan	152	Washington	9
Minnesota	3	West Virginia	3
Mississippi	---	Wisconsin	43
Missouri	34	Wyoming	3
Montana	2	TOTAL TO DATE	1252

LISTENING-IN

Dear Secretaries:



Connie King

More and more associations are finding that a system whereby dues to local, state and national organizations are paid in one lump sum helps membership and bookkeeping! The school secretaries in Richmond, Virginia, tried this method this year and Arizona plans to try something similar next year. Membership in each of the organizations involved increased. Individuals who intended to join the organizations in other years actually received the benefits of a paid membership! Have you tried it?

Of course, this plan may not work so well with the increased dues many organizations are finding it necessary to have. However, in these days when strength is with the numerically superior organizations, it would seem wise to weigh the results of organization before declining to join your organization.

School secretaries in Richmond, Virginia, have been included in recent legislation for pensions; they have been granted the general 10% increase in salary given all school employees; they have been included in the five-day sick leave per year which was recently secured for the teachers; and, generally, they are a part of the thoughts of the committees who plan for the benefit of the employees of the school board of the City of Richmond.

Do you have many male secretaries in your associations? From Phoenix, Arizona comes the news that the local chapter held a meeting with thirty-seven per-

sons present, including guests. The secretary of their high school,—a member of their organization,—and the executive secretary of the Arizona Education Association are the two males most frequently seen at the meetings. Phoenix must have interesting programs at the regular monthly meetings. The newspaper clipping sent LISTENING IN concerned a luncheon meeting at the Arizona Club where the four-point program of the Arizona Association of School Secretaries and Administrative Assistants were stressed. This includes retirement, salary increment, certification and professional recognition. Mrs. Grace Holt who has done so much toward the establishment of the Arizona organizations has been ill most of the winter but is reported to be much better now. She is back on the job and hopes to be with the executive committee at their meeting in Pittsburgh in July.

SCHOOL DAZE of Massachusetts reported 115 paid members of the association. The goal of 200 paid by May 13 was set up by the officers of the MASS and Elizabeth Zurba, president, confidently expects Massachusetts to reach its goal. Komah Atwater, chairman of membership, reported answers received from 134 out of 210 cities and towns to which questionnaires had been sent. This partial report showed a total of 458 eligible members. Seventeen new members were welcomed by name, school, and town in SCHOOL DAZE.

An amendment to the constitution of the MASS was adopted at the October meeting and the exact wording was printed in the SCHOOL DAZE so that each active member might know of the change. Nothing takes the place of the printed bulletin for placing news, notices,

and vital information directly in the hands of the members who are unable to attend all meetings, or who may wish exact information of business transacted at the meetings.

The bulletin of the Maine school secretaries' association reports that the amendment to include secretaries in the teacher Retirement Plan is now designed under either the "old" or "new" retirement plan—whichever one their services entitles them to.

A twenty-five dollar war bond was purchased by the association. The twenty-one girls—members of the "secretarial family" who had lunch at the Bangor House—voted for the purchase of the bond in the business session following the address of Mr. Theo. P. Blaich, Principal of Foxcroft Academy.

Here's a question many high school secretaries have asked and the Maine bulletin now answers:

"Query? What are you doing about the green Educational Experience Summary cards? This card is to be given each boy upon his 18th birthday, or whenever he discontinues school so that it may be turned over to the Selective Service Board. One exception: The boy deferred to the end of the semester—so that his record may be completed."

The Detroit Association of School Secretaries published a condensation of letters from several of the girls—former school secretaries—who are in various branches of the service now; one, a CWAC in London, Ontario and another a WAC stationed near Mexico.

A number of Association members have had an opportunity during January to take part in interviewing candidates for non-contract positions with the Board. A popular question asked candidates was "Why do you think you would like to work for the Board of Education?" After the interview, each member of the committee rates the candidate, and these ratings are added to the folder containing data on education, experience, and test results.

Pittsburgh's hope of having a printed bulletin was dashed briefly when Uncle Sam took their printer! The February bulletin was mimeographed but it held all the news—attractively arranged—for which the Pittsburgh girls are having a bulletin name contest. Pittsburgh has 135 members of the association.

"School secretaries were granted scholarships for the first time this summer by the Henry C. Frick Educational Commission to attend the regular sessions of colleges under the same regulations as the Pittsburgh teachers. Previous to this time secretaries were only granted scholarships to attend the Pennsylvania College for Women to take the three-weeks special course in Social Service. Nine scholarships were granted for the summer sessions. Three traveled to Texas, two to New York state, one to Michigan and three attended classes at the University of Pittsburgh.

"Thirty more scholarships have just been granted to school secretaries to attend the evening school sessions next semester at the University of Pittsburgh. Special courses mapped out under the guidance of Dr. D. D. Lessenberry of the University. The first such course to be offered will be in School Law and Administration set up to start with the February semester."

The Pittsburgh unnamed bulletin gave "orchids" to Kay Mitchell for the four years of pioneer work in the state association. Her term as president has expired but she still gives help and inspiration to this progressive group.

Besides successfully completing a Valentine project which included the delivery of 65 pounds of candy, 580 dozen cookies and one cake to the U.S.O., a Pittsburgh girl found time to write:

Mairzy Doats and Doazy Doats
And little lambs eat ivy,
Bus Service Men say "Cookies
Cakes and candy keep them jivy.

So get your extra sugar out
And whip up something sweet,
Take it to the U.S.O.
And give our boys a treat.

— Norma Lyons.

To the National Secretary:

It occurs to us here at Highland Park that there might be those of you in other states who would like to know what others are doing with their time these busy days. Along with the custom of the day, that of selling War Bonds in our respective schools and particularly in the many community and national drives, we find time to have an Institute Day. On Friday, March 31, when the teachers of the three cities, Grosse Pointe, Hamtramck, and Highland Park convened for their cultural meetings, we got the idea that perhaps we too might benefit from a meeting or two. So, we investigated the possibility and were successful. In the morning of that day about 75 girls gathered in the library of the Junior College and there we had a talk by Mr. Frank L. Curtis, director of Customer Relations at the Michigan Bell Telephone Company. When he enlightened us to little-known details, he then presented a film on correct phone usage which proved interesting and beneficial. Yessirree, we have lovely voices here! After a well planned luncheon at Helen's, an attractive eating house, we stayed right there and had a panel discussion with a member of each group represented. This discussion was broken down to three subjects: Office Etiquette, In Service Training, and Cooperation. This panel was planned with a little trepidation, but before we got very far along, as is usual when women get together, the words were fairly flowing. All in all we had a grand day and hope to have more of them.

Our special guests were Miss Irene Cole of Grand Rapids, president of the Michigan Association of School Secretaries, and Miss Dorothy Niemann, of River Rouge, key member of the National Association of School Secretaries.

Sincerely,
Bess Malamud,
Junior High School,
Highland Park 3, Mich.

During the past two years, the Highland Park School Secretaries have participated in many war activities. Through

a recent poll, we have collected the following statistics:

The donations were as follows:

	Secretaries
Red Cross.....	26
Easter Seals	24
Christmas Seals	24
War Chest	26
War Bonds	27
Cancer Fund	20
Cigarette Fund—Overseas ..	7
Penny Milk Fund	27
Chinese Fund	15
Blue Star Mothers	10

Many of our girls took classes given by the Red Cross:

	Secretaries
Motor Corps Classes	3
Red Cross Classes	6
First Aid Classes	13
Gas Mask Classes	4

Two of our secretaries are air raid wardens and three are U.S.O. Hostesses. Seven girls are doing O.C.D. work in their spare time, and four girls have donated blood to the Red Cross. During the recent bond drives, we had 15 gal-lants from our organization, and 14 girls helped out in the drives. Most all the girls helped out in the Easter and Christmas Seal drives. One of our girls has done Motor Corps work. Twelve girls are knitting and 5 are helping the Red Cross by rolling bandages, making dressings, etc. Eleven girls helped on rationing and three girls are draft board volunteers.

There are 29 secretaries in our organization.

Respectfully submitted,
Irene Perkins, Chairman,
War Effort and
Charity Committee.

April 23, 1944

Miss Constance King,
Richmond, Virginia.
My dear Constance:

I was terribly disappointed not to see some news from Pennsylvania or at least I should say from Philadelphia because Pittsburgh did have an item in the magazine. If you can possibly get us in the next issue do so.

The School Secretaries Association is making great strides in its drive for memberships to the three Associations. At this date this is how we stand:

	1944	1943
Philadelphia Assn.	406	335
State Association	94	49
National Assn.	98	56

We are now working on a number of courses which we hope to have in working order by September. These courses will be of such a nature that we will not only receive credits for them but very definitely they will be for self-improvement and undoubtedly will have a broadening effect on all those who participate.

We are still working on certification and hope we will be successful in putting this across very shortly.

Sincerely,

Corrine B. Sproul,
President.

The Georgia State Secretaries Association held its eighth annual meeting in Atlanta on April 22. This year we had a three-day session meeting, with Dr. L. D. Haske of Emory University speaking to us at the morning session on "Certification." Then followed our luncheon, and an afternoon session with Mr. R. L. Ramsey, Executive Secretary of the Georgia Teacher Retirement System, as our speaker. Rebecca Bolton, of Bainbridge, Ga. is our new president.

You can't keep a good man (or woman) down! Just read what Louise Henderson finds time to do now that she has not the cares of the National Association on her shoulders: "There is not an idle second. I am chairman of the blood donors for all our 275 school buildings and was chairman of the Red Cross War Fund. We collected \$28,850 from our school employees alone. Then I am a member of our Public Relations Committee and Recording Secretary for the Philadelphia Public School Council. These two committees take a great deal of time, both in school and out. Last summer I attended the Radio Workshop and learned all phases of radio. It was intensely interesting and we had lots of fun, but we

were at it from 2:30 a.m. till 5 p.m. and many days till 10 p.m. I was quite thrilled for I wrote a script that was broadcast over station KYW. I was the only secretary in the group and wrote the only script that was broadcast so I was particularly happy as it gave the secretaries a standing in the group made up of one third principals."

The Miami Valley Chapter of the National Association of School Secretaries, (the Dayton, Ohio group), has undoubtedly been faced with the same situation as many others of our groups this year. We are all so busy with our various increased duties brought about by the war, that many of us find it hard to give time to attend meetings.

In former years the Dayton group has met for dinner and has had the business meeting and program immediately following.

Hotels and restaurants in this defense city have found it impossible to serve us in a group this year, so another plan had to be worked out.

The girls meet at our local Y.M.C.A. which serves meals cafeteria style. Each one selects her own meal, going with her tray to a private room provided for the group. Sometimes it has been necessary to use another room for our program, but the Y.M.C.A. personnel has been very kind about taking care of this.

The informality engendered by this plan has been very profitable, and the girls seem to enjoy ordering just as much or as little as they like.

I believe other associations may find the plan enjoyable.

Julia C. Moore,
President.

Virginia Halsey has been busier than a cranberry merchant in her office this year. She has also served as chairman of the Nominating Committee for officers of the association for the next two years. She writes "The middle of last summer Crawford (Mr. Halsey to most of us) decided he was tired of living in an apartment so he paraded out one day and bought himself a little home. We moved,

lost our maid, and have had one — of a time ever since."

If you've ever attended a national convention, you'll remember Harriett Wheeler who always managed to get there from Vermont! I believe I've been told that she hasn't missed a convention. In April Sara wrote Harriette the letter quoted below and all members of the association will be interested in the news it gives and will join heartily in the sentiments expressed.

"Dear Harriette:

"I just want to say that I think you are a trump to carry on your own work and that of a state chairman with a right wrist in a cast!

"I do hope that the wrist is behaving nicely and that it won't be too long before you can get rid of the cast. Take care of yourself and don't do anything reckless which will give you a setback.

"Best of wishes and thanks to you!"

"Pat" Patterson, Georgia state chairman, has taken unto herself a husband, one Bill Cox of Miami, Florida. I expect to get Pat on the trail of some good Florida secretaries to boost the N.A.S.S. there. There haven't been enough results there for the past couple years. Pat's sister has taken her job in the school supt's. office and we hope she will also take an active part in the N.A.S.S.

— Sara.

The lad was dull at school you see;

His dad took things to heart.

He took the lad across his knee

And there he made him smart.

— Anonymous.

News Letter, Official Publication of the Secretarial Association, Los Angeles City Schools, is edited by our own former editor, Belle Kuehny. A fiend for punishment, I call it. A jolly good job she does, too. The April number tells of a dinner meeting held in April at which Helen Gahagen, member of the Women's Democratic National Committee, a former actress, and the wife of Melvin Douglas, spoke on "Women in Public Affairs in a Post-War World." It also gives news to

Los Angeles secretaries of examinations for various positions open in the system, as well as information on rankings on the Eligibility List, and descriptions of the candidates for offices for the year 1944-45.

Attention, High School Secretaries!

When sending an SOS for a transcript of credit, why not name the school the student attended?

THE NATIONAL SECRETARY

(Continued from page 23)

Margaret Kernan, of Salem, New Jersey, a charter member, has proved herself practically indispensable as Advertising Manager. "Peg," as we affectionately call her, somehow manages to secure ads when others fail. These ads really furnish the means to publish our official organ.

The National Secretary has been self-supporting from the first and is sent free to all members.

Hats off to these girls—Helen, Ethel, Mina, Anne and Peg, and maybe a wee tip to the writer, Belle.

The
Pittsburgh Association
of School Secretaries
Welcomes
the Offices of the
National Association
to Pittsburgh for their
Annual Meeting
July 1, 2, 3, 1944
and
congratulates them
on their
Tenth Anniversary

THE ARTIST

The Artist is in many ways like a child. He seems happy, because his life is spontaneous, yet he is not competent to secure his own good. To be truly happy he must be well bred, reared from the cradle, as it were, under propitious influences, so that he may have learned to love what conduces to his development. In that rare case his art will expand as his understanding ripens; he will not need to repent and begin again on a lower key. The ideal artist, like the

ideal philosopher, has all time and all existence for his virtual theme. Fed by the world he can help to mould it, and his insight is a kind of wisdom, preparing him as science might for using the world well and making it more fruitful. He can then be happy, not merely in the sense of having now and then an ecstatic moment, but happy in having light and resource enough within him to cope steadily with real things and to leave upon them the vestige of his mind.

— George Santayana.

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I invite secretaries and advertisers to give me reactions to this column, which may be helpful in connection with future issues.

Margaret V. Kernan,
Advertising Mgr.

The American Crayon Company manufactures the famous Old Faithful and Prang lines of school supplies and art materials.

In order to make it easy for teachers to use the Old Faithful "Prang" art materials, The American Crayon Company specializes in teaching helps, including Problem and Idea Units and Portfolios, Everyday Art magazine and informational literature of all kinds. It is also publisher of a line of hobby and art craft books, a line of children's books consisting of reprints of favorite childhood stories.

The American Crayon Company lines offer wide and complete coverage in the school supply field, making it both a convenience and an economy to buy from this one source of supply.

Automatic Pencil Sharpener Division, Spengler-Loomis Manufacturing Company advises that due to the fact that pencil sharpeners have not been manufactured for more than a year, it is very essential that such sharpeners as are in use in schools be kept up to the highest state of efficiency. The division gives the following instruction for changing cutters:

1. Remove receptacle;
2. Remove set screw in crank with a screwdriver;
3. Withdraw cutter frame;
4. Remove screws at cutter ends;
5. Remove worn cutters;
6. Insert new cutters;
7. Replace screws at cutter ends;
8. Replace cutter frame in bearing making sure to push farthest extent. Be sure gears mesh properly;
9. Replace crank and tighten set screw. Be sure to locate screw against flat side of cutter shaft.

Start the order-by-mail habit. It's easy with Beckley-Cardy's complete catalog of supplies and equipment. Beckley-Cardy's catalog is a complete guide for supplies and equipment.

"We all know 'Coca-Cola' — so often called by its friendly abbreviation 'Coke,'"

Compton's Pictured Encyclopedia—15 Vols., \$84.50 and \$79.50—F. E. Compton & Company. The 1944 edition of a popular reference set for schools. Subjects presented on the level of the grade in which they are most frequently studied. The pictures and the fact index to each volume are features. (Grade and high school.)

Air routes and distances are visualized with remarkable clarity by new polar projection maps. These maps may now be reproduced from ready-to-use Mimeograph desk outline map stencils. Additional information may be added on these stencils with typewriter, styli or screenplates. This valuable feature makes possible reproduction of high quality outline maps showing any special information required.

This new northern hemisphere map stencil is adapted from the Goode series of base maps published by the University of Chicago press. Hundreds of thousands of clear, black-on-white copies can be reproduced from one inexpensive stencil.

There are 67 other ready-to-use Mimeograph outline map stencils, including all states, continents and many sectional maps. Write to School Department, J; A. B. Dick Company, 720 West Jackson Boulevard, Chicago 6, Illinois.

Fifteen of the nation's prominent educators, editors and business leaders were elected members of the Board of Directors of Encyclopedia Britannica Films Inc., at a meeting Jan. 28. The educational film company was formerly known as Erpi Classroom Films which recently was purchased by Encyclopedia Britannica.

The University of Chicago has long

been interested in the development of classroom films, declared President Robert M. Hutchins, who says the new board plans to extend the scope and value of Encyclopedia Britannica Films, Inc., in the development of visual education.

The line of Brushes, Fibre Brooms, Dry and Wet Mops, as well as Floor Wax and other polishes supplied by the Industrial Division of **The Fuller Brush Company** are specifically designed to meet the exacting needs of school requirements. Every item in the line is made of the finest materials obtainable. This high quality means long life and lower cleaning costs.

The line of Brushes includes Floor, Scrub and Bench Brushes, along with a wide selection of miscellaneous Cleaning Brushes—most of which are made of the famous Fuller twisted-in-wire construction. All Brooms are filled with fibre made famous by Fuller which insures long life. Mops and Dusters, both Wet and Dry, have long staple cotton which is best by test.

Due to wartime conditions, some substitutions have been necessary, but even here quality has also been the watch word. Just as soon as possible, we will return to our original specifications. Fuller signifies quality and quality means economy.

The Fuller Industrial Line built around quality and economy will give you complete satisfaction.

Higgins Ink Co., Inc., completes five-year plan and starts new "Sustained Prosperity Drive."

One feature of the program launched before the war, which proved to be particularly opportune, was the printing and distribution of twenty thousand copies of "Drafting Standards," assembled by Bert Cholet. The greater part of these was distributed during the eighteen months immediately preceding America's entry into the war. The book is now out of print because the standards are being changed but the company daily receives many requests from large industrialists for copies. The Higgins Ink Co. will re-

visé and reissue "Drafting Standards" at the first opportunity.

Many school officials who have an acute need for floor, rug and carpet maintenance equipment erroneously assume that these machines cannot now be obtained. Such is not the case. There are still Hild machines in stock which can be shipped immediately if the need is urgent enough to warrant approval by the War Production Board. The AA-5 priority has no bearing on W.P.B. approval, but the accuracy and completeness with which the W.P.B. 1319 form is filled out is a matter of the greatest importance.

These applications are scrutinized very carefully in Washington and the school official who really needs such equipment must exercise the greatest care in preparing his application. Further assistance can be obtained by applying to any Hild representative or by addressing the **Hild Floor Machine Company**, 1313 W. Randolph St., Chicago 7, Illinois.

To the members of the National Association of School Secretaries, we wish to express our sincere thanks for their cooperation in helping us to keep our list up to date and for the many courtesies they have extended our representatives.

Educational Dept.,
The Readers Digest.

The U. S. Typewriter Ribbon Mfg. Co. is still able to supply the same high-grade ribbons and carbon paper for schools. Shipments may not be quite as prompt as before the war, but they are prompt enough to avoid causing any inconvenience.

Underwood Elliott Fisher Company, interested always in the efficient operation of its typewriters, offers to the school secretaries the following abridged instructive talk given at Briarcliff Junior College, Briarcliff Manor, New York, by

George L. Hossfield, ten times World's Champion Typist:

"We should not be too concerned about the development of speed in the early stages of typing; accuracy is far more important. On the other hand we must not be so meticulous as to be afraid to strike the next key! Be calm and proceed with confidence. We are bound to make some errors in the learning process, so there is no need to become excited; it is only when errors occur too frequently that we should be concerned and take remedial steps.

"The five most important essentials, in my estimation, are: Correct Posture, Concentration, Rhythm, Keeping Eyes on Copy and Elimination of Useless Motions.

"Let us take each essential individually and define it.

"Correct Posture enables us to write with less strain, especially when writing over a lengthy period of time, and with greater accuracy and speed.

"My personal experience has been that it is best to sit almost erect, leaning a trifle toward the copy. That permits proper breathing. Sit back from the machine so your elbows are not extended severely from the side of your body. Hands should slope downward, parallel to the keyboard, and the forearm should also slope that way but not at so pronounced an angle as the hands. Fingers should be curved so you strike a key almost with the tip of a finger. Both feet should be flat on the floor—heel of one foot opposite the toes of the other. Relax; but keep your backbone in working order!

"Concentration should not require much of an explanation. We all know its meaning but don't always apply it. A beginner must be conscious of each key that is struck. In time, a habit has been established but you must still continue to give your attention to the material you are writing to secure the best results. A professional typist must do likewise.

"Rhythm is another word that is familiar to us all. Perhaps you are wonder-

ing if you are supposed to play "Mairzy Doats" on the typewriter! The answer is yes—but not the way you would play it on a piano. Strike the keys of your typewriter with a fairly regular spacing of time between each stroke. Learn the timing at which you are capable of maintaining a good rhythm and apply it just as much as possible. You will be surprised at the fine results that can be attained in this way. Sporadic bursts of speed frequently cause type-bar clashing and errors—usually with a net loss of speed. Rhythm will help overcome this defect.

"Keeping your Eyes on the Copy is more important than you may realize. Each time your eyes move from the copy or text you are likely to waste time, which means breaking your rhythm, and possibly make an error. Have you ever begun writing in the wrong place? It isn't difficult to figure out how that happened!

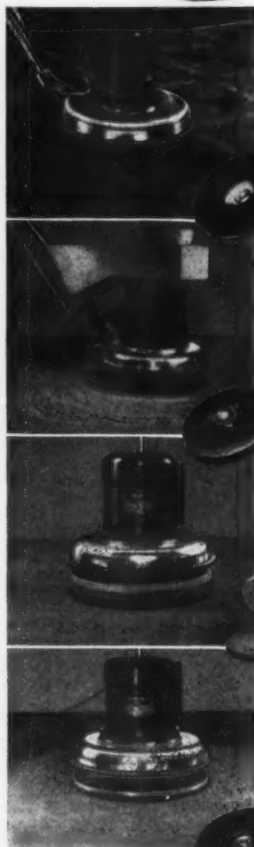
"I am fully aware of that fact that it is next to impossible to keep your eyes on your copy constantly but most of us could improve a great deal in this regard if we would just make a genuine effort to eliminate a major portion of those unnecessary eye movements. Incidentally, take note of the additional material you can type—the increased speed—after you have begun mastering this essential. Strive to keep your eyes on your text.

"Another severe handicap is the habit of making numerous Useless Motions. For example: moving the arms up and down to strike keys. An arm cannot move nearly as fast as four fingers can be made to move. If you play a musical instrument, such as a piano or a violin, you can fully appreciate the meaning of this last statement. Train your fingers to move much as they do when you play such an instrument and you will be sure to improve your technique.

"Above all, let accuracy be the foundation on which you build your speed. Don't sacrifice accuracy for speed, nor sacrifice speed for absolute perfection of accuracy. I think both sacrifices can be detrimental.



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THE SECRETARY'S DECALOGUE

By Bert Sturdy

THOU SHALT preserve thy health, for he who is ill and complaining is not of much use to any business.

THOU SHALT keep both thyself and thy office clean, for untidiness createth not a favorable impression.

THOU SHALT endeavor to develop a well-modulated voice both over the telephone and in thy office, for thy employer's business is private and is not meant for other ears.

THOU SHALT wear a smile and be cheerful, for thy office is no place for a frown.

THOU SHALT be at thy office on time for tardiness is inexcusable.

THOU SHALT be loyal to thy fellow-workers and thy employer, for he who is otherwise will not be considered faultless.

THOU SHALT be diligent and industrious, for there is much work to be done.

THOU SHALT be orderly and systematic, for much time is wasted in hunting.

THOU SHALT not make of thy office a matrimonial bureau or a social hall.

THOU SHALT at all times have thy employer's interests at heart and in every way see that his wishes are carried out.

Teacher (helping first-grader fasten her coat): "Did your mother hook this coat for you?"

Pupil: "No, ma'am, she bought it."

— Rotarian.

SUMMER READING

The Personal Secretary—Differentiating Duties and Essential Personal Traits by Frederick G. Nichols, published by Harvard University Press, 1934. Price—\$2.00.

Personnel Administration in Three Non-Teaching Services of the Public Schools by Hazel Davis, published by Bureau of Publications, Teachers College, 1939. Price—\$2.50.

The book by Nichols has a section which contains a comparison and classification of duties ranked in importance according to the opinion of the secretaries and also according to certain employers included in the survey. Hazel Davis' book, I believe, contains as valuable material as has been assembled. It has to do with attendance officers, school nurses, and school secretaries.

— Eleanor Dearden.

MOTHERS' DAY

Though more than half the world's at war today,

And strife and turmoil reign on land and sea;

Though hate and conflict wear men's souls away,

And rule their hearts where only love should be,

There is a rift within the war-clouds gloom;

There is a gleam of hope that wars may cease,

That bloody tyrants all shall meet their doom;

That once again the world shall dwell in peace.

On battle-fields men see a vision bright,
Of Home and Mother, as she breathes a prayer;

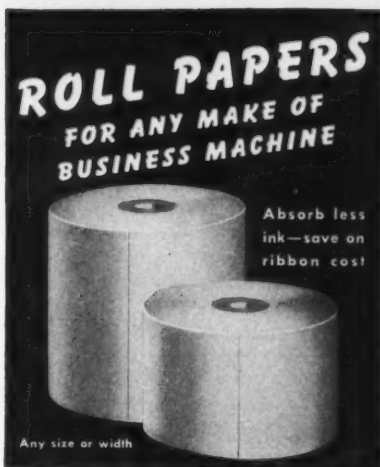
The blue star in the window is her light,
And this her hope: that he will soon be there.

When right shall rule; oppression's flags be furled,—

That will be Mothers' Day, throughout the world!

— David Edward Ungar,
An Atlanta Secretary.

Atlanta, May 9, 1943.



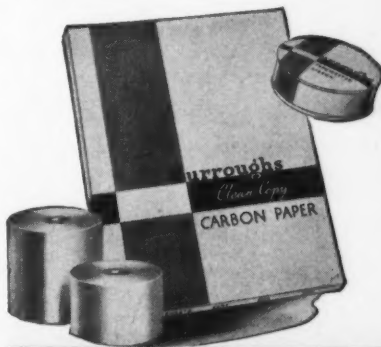
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Ideas on Certification

The editor has taken the liberty of quoting below some paragraphs received from a thoughtful and questioning secretary and trusts that she doesn't mind remaining anonymous. Certification is an important and pressing problem, with many pros and cons. If each member would tackle it as seriously as this young secretary has done, the correct answer would present itself quickly.

"Thank you for your letter and also for taking the time and trouble to send me extra copies of *The National Secretary* which I requested. Since receiving your letter last week, I have been thinking very deeply about certification — pro and con.

"You asked for my opinion on the subject and so I give it to you. I should warn you, however, that I am comparatively new in this work, having been a school secretary only a little over a year. Therefore, if I'm wrong on any point let me know so that I may profit by experience. In my defense, I should say that the turnover in our school system among school secretaries is very large and also although I have been working only thirteen months more than half of the clerks have been here less than that amount of time.

"Certification is, to my way of thinking, a plan which should be brought to the attention of leaders in the field of education as soon as possible. I believe that only with the help of the administrators can we, the secretaries, bring about a definite plan of certification. It is a new idea and consequently a mere discussion of the plan is considered radical.

"So far as any work or thought being placed upon the idea in this school system, I fear we have struck a stone wall. I have discussed the idea with a few of the administrators and teachers. Their opinions were what I would call narrow-minded and unthinking. A few of the opinions given follow:

"'Clerical certification—yes, it might work, but not in our system—too many war plants take away our clerks.'

"'The clerks are alright as they are, can't you leave well enough alone?'

"'Wait until more school systems adopt the plan; then, after we see if it works, we'll try it too.'

"'Just plain radical.'

"'If we raised clerical standards we wouldn't be able to get any school secretaries.'

"I met the same opposition many times, but the fact remains, I still think certification is a necessary program and should be carried out in every school system throughout the United States. Especially in times like these clerical standards should not be allowed to drop. What is more, I believe unless we set up a program of certification very shortly standards will drop and we never will get anywhere.

"In our school system eleventh and twelfth graders are already being hired to fill vacancies. Errors and poor judgment are at a maximum and I believe very poor judgment is being used in this matter.

"The only reason that certification is now considered radical is that it is new—and new ideas are usually believed to be radical by the general public, making it twice as difficult to get the idea across first. The clerks on the whole feel that it is a good idea. They would take further training and work, if they had to, but since they aren't forced to do so under present conditions, they just don't seek further training.

"I don't believe school secretaries in any one system should attempt to set up any proposed plan, but that the matter should be taken up by a committee of school secretaries throughout a given state.

"The ideas as presented in the 1943 October, *National Secretary* are a perfect set-up, if the Pennsylvania secretaries can make them work. Pennsylvania school secretaries surely seem to be wide-awake in making forward advancement and improvements. These secretaries, I believe, really deserve a great deal of credit."



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6. If necessary to refer calls elsewhere — give full information — names, numbers, etc.
7. Avoid "postscript" calls. Think over what you are going to say — then say it in full.
8. Ask questions tactfully. Rather than "Who is this?" or even "Who's calling, please?" try
 - (1) Would you mind giving me your name?
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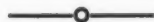
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A SONG TO MOTHER

When the Twilight shadows gather
'Round at eventide,
There in fancy I can see
My mother by my side;
Her presence turns the darkness
Of the night time into day;
With thankful heart, this song I'll sing,
And evermore will say.

Mothers' Day, my heart beats out
Its mem'ries, fond and true,
Each beat becomes an earnest prayer
Of happiness, for you;
I count my blessings ev'ry day
And ask that God above,
Will constantly watch over you,
In tenderness and love.

Chorus:

"Mother, mother,
Precious gift to all mankind,
Faithful, loving,
With noble heart and mind,
Ev'ry time I see her smile,
It makes ev'rything worth while.
Mother, precious name,
Through the years the same."

— Estelle Agnes Gray,
Sec. in Supt's Office
Swissvale, Pa.

We should be careful to get out of an
experience only the wisdom that is in
it—and stop there; lest we be like the
cat that sits down on the hot stove-lid.
She will never sit down on a hot stove-
lid again—and that is well; but also, she
will never sit down on a cold one any
more.

— Mark Twain.

???

Should the abbreviation for "afternoon"
be written in small capital letters, and
should there be a space between them?

As "p.m." is an abbreviation of "post-
meridian," which is written in small let-
ters, the abbreviation is also small let-
ters. No space, because the chief reason
for abbreviating is to save space.

The only time a man's soul dies is when
he tries to get even with someone.

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Our constitution does not copy the laws of neighboring states; we are rather a pattern to others than imitators ourselves. Its administration favors the many instead of the few; this is why it is called a democracy. If we look to the laws, they afford equal justice to all in their private differences; if to social standing, advancement in public life falls to reputation for capacity, class consideration not being allowed to interfere with merit; nor again does poverty bar the way—if a man is able to serve the state, he is not hindered by the obscurity of his condition. The freedom which we enjoy in our government extends also to our ordinary life. There, far from exercising a jealous surveillance over each other, we do not feel called upon to be angry with our neighbor for doing what he likes, or even to indulge in those injurious looks which cannot fail to be offensive, although they inflict no positive penalty. But all this ease in our private relations does not make us lawless as citizens. Against this fear is our chief safeguard, teaching us to obey the magistrates and the laws, particularly such as regard the protection of the injured, whether they are actually on the statute book, or belong to that code which, although unwritten, yet cannot be broken without acknowledged disgrace.

Further, we provide plenty of means for the mind to refresh itself from business. We celebrate games and sacrifices all the year round, and the elegance of our private establishments forms a daily source of pleasure and helps to banish the spleen; while the magnitude of our city draws the produce of the world into our harbor, so that to the Athenian the fruits of other countries are as familiar a luxury as those of his own.

If we turn to our military policy, there also we differ from our antagonists. We throw open our city to the world, and never by alien acts exclude foreigners from any opportunity of learning or observing, although the eyes of any enemy may occasionally profit by our liberality; trusting less in system and policy than to the native spirit of our citizens; while

INSTRUCTIONS FOR VOTING

Although the name of only one person is suggested for each office on the ballot on page 77, all members are at liberty—are urged—to suggest names of persons who are qualified to represent their interests by holding an office in the National Association of School Secretaries. A line is provided for such addition.

The Elections Committee felt that the year to come will be a critical year in the life of the Association. This is due primarily to the fact that no convention has been held since 1942. For that reason new leaders have not appeared as they have in former years and the business of the Association has been carried on by members already familiar with the membership and Association affairs. The nomination of only one candidate has been seriously considered and offered as an emergency safety measure. It is hoped that the members of Associations all over the country will agree with the committee in its unusual decision.

All members are urged to vote and to mail ballots on or before June 15th to

VIRGINIA A. HALSEY

Chairman, Elections Committee

Montclair Public Schools

Montclair, New Jersey

in education, where our rivals from their very cradles by painful discipline seek after manliness, at Athens we live exactly as we please, and yet are just as ready to encounter every legitimate danger . . .

— From Thucydides,
Funeral Oration of Pericles.



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childhood and in youth. . . . Come V-Day, Porter will again provide America's schools, clubs, parks and playgrounds with America's finest physical fitness apparatus. Meanwhile, almost all our production is for the U. S. armed forces. . . . The WPB, however, has approved release of some gymnasium items to schools with physical education programs approved by the U. S. Office of Education—in order that American children today may be made strong for tomorrow. List on request.

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Qualifications of Candidates for Election, May, 1944

Edna Atkinson, Oak Park and River Forest Township High School, Oak Park, Illinois.

School Accountant
Co-organizer Illinois A.S.S.
Co-organizer Northern Illinois A.S.S.
Illinois State Membership Chairman, 1940-1943, N.A.S.S.
Executive Committee Illinois A.S.S.
Executive Committee Northern Illinois A.S.S.
Election Committee Illinois A.S.S.
Filled unexpired term of N.A.S.S. Treasurer Jan., 1943-May 1944
Has attended national conventions

Mary E. Bowers, Board of Education, Crawfordsville, Ind.
Secretary to Superintendent of Schools

Past President Indiana Assn. of School Secretaries
Participated in Milwaukee Convention, N.A.S.S.
Indiana State Membership Chairman, 1940-43, N.A.S.S.
Member Advisory Council, N.A.S.S.
Member Advisory Council, N.A.S.S.
Chairman Indianapolis Convention Committee, N.A.S.S.
Has attended national conventions

Florence Garretson, Public Schools, Scotch Plains Township, Scotch Plains, N. J.

Secretary in office of Supervising Principal
Member since National Assn. was organized
On Committee for Natl. Convention at Atlantic City, 1940
Advisory Council Member, 1940-1943
N. J. State Membership Chairman, 1940-1943
Nominating Committee Member, 1943
Sectional Membership Chairman, 1944

Grace Constance King, John Marshall High School, Richmond, Va.
Secretary John Marshall High School

Member of Executive Committee, 1942-1944
Associate Editor, "The National Secretary" (and Editor of LISTENING IN)
Has held offices of Sec. and Treas. in Richmond Assn.
Is outgoing President of Richmond Association
Has held offices of Sec. and Pres. in Virginia Assn.
Has attended five national conventions
Chairman of Round Table Discussion, Denver, 1942

Sara Milner, Girls High School, Atlanta, Georgia
Secretary, Girls High School

President of Atlanta A.S.S. for two terms
Membership Chairman, Fifth District, Georgia A.S.S.
Member Advisory Board, Georgia A.S.S.
Corresponding Secretary and Sectional Membership Chairman, N.A.S.S., 1942-1944
Has attended three national conventions

Katherine E. Mitchell, Board of Education, Pittsburgh, Pa.
Secretary, Personnel Department

Secretary, Pittsburgh A.S.S., two terms, 1937-1940
Chairman, Certification Committee Pittsburgh A.S.S., 1937-1940
President, Penn. State A.S.S., two terms, 1938-1942
Co-Chairman, Certification Committee Penn. State A.S.S., 1943-1944
Executive Committee Member, N.A.S.S., two terms, 1940-1943
Has attended six conventions

SECTIONAL AND STATE CHAIRMEN

SECTION 1: Miss Madelyn Ballard, Foxcroft Academy, Dover-Foxcroft, Maine.

Rhode Island—(Chairman to be appointed by sectional chairman).

Vermont—Miss Harriette Wheeler, Bd. of Ed., Burlington.

Massachusetts—Miss Phoebe A. Bell, Newton Trade School, Newtonville.

Connecticut—Miss Mildred A. Bristol, B. of Ed., Southington.

New Hampshire—Miss Betty St. Onge, Bd. of Ed., Nashua.

Maine—Miss Marion Stone, Bd. of Ed., Augusta.

SECTION 2: Miss Helen Maulik, Atlantic City, New Jersey.

New Jersey—Miss Marion Ernst, Robert Gordon School, Roselle Park.

New York—Miss Naomi Church, Van Rensselaer High School, Rensselaer.

Delaware—(Chairman to be appointed by sectional chairman).

Maryland—Miss Mary V. Greene, South Potomac Junior High School, Hagerstown.

Washington, D. C.—Miss M. Alvina Carroll, Bd. of Ed., Washington, D. C.

SECTION 3: Miss Katherine Mitchell, Personnel Dept., Bd. of Ed., Pittsburg (13), Pennsylvania.

Pennsylvania:

Eastern District—Mrs. Ruth Roberts, County Superintendent's Office, Bloomsburg.

Western District—Miss Katherine Herzog, Letsche School, Pittsburg.
(Bedford near Fullerton Street.)

Virginia—Miss Frankie Anderson, Nathaniel Bacon School, Richmond.

West Virginia—Miss Madge Fultineer, Weston High School, Weston.

SECTION 4: Miss Sarah Milner, Girls' High School, Atlanta, Georgia.

North Carolina—Miss Ruth Kiger, Bd. of Ed., Winston-Salem.

South Carolina—Mrs. John F. McBride, Jr., 305 West Main Street, Bennettsville.

Georgia—Miss Pat Patterson, Griffin Public Schools, Griffin.

Florida—Mrs. Mary Lightfoot, Robert E. Lee Senior High School, Jacksonville.

Alabama—Miss Mary Carroll, Bd. of Ed., Dothan.

Tennessee—(Chairman to be appointed by sectional chairman).

Kentucky—Miss Anna Cathryn Foster, Daviess Co. Bd. of Ed., Owensboro.

SECTION 5: Miss Mildred Farnar, Bd. of Ed., Findlay, Ohio.

Ohio—Mrs. Thelma Eversole, Lima Public Schools, Box 899, Lima.

Illinois—Miss Edna Atkinson, Oak Park & River Forest Township High School, Oak Park.

Indiana—Miss Mary E. Bowers, Bd. of Ed., Crawfordsville.

Iowa—Miss Agnes Hansen, Cedar Falls Public Schools, Cedar Falls.

SECTION 6: Miss Dorothy Nieman, River Rouge High School, River Rouge, Michigan.

Wisconsin—Mrs. Helen Hixon, Hawthorne Junior High School, Wauwatosa.

Michigan—Miss Ora Stanbery, 467 West Hancock Street, Detroit.

Minnesota—Miss Helen Lund, 5141 First Ave., South, Minneapolis.

North Dakota—(Chairman to be appointed by sectional chairman).

South Dakota—Miss Carrie M. Voight, Lead Public Schools, Box 879, Lead.

SECTION 7: Mrs. Alice Teegarden, Stivers High School, Dayton (3), Ohio.

Missouri—Mrs. Adeline Fangman, 702 So. Kirkwood Road, Kirkwood, 22.

Kansas—Jeannette Kitrick, Wichita High School, East Wichita.

Arkansas—Mrs. Annie Lange, 406 North Pines, Little Rock.

Mississippi—(Chairman to be appointed by sectional chairman).

Louisiana—Edna Mae Nicholson, Lafayette School, New Orleans.

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Utah—Miss Billie Cockerill, Cyprus High School, Magna.

Colorado—Miss Verna Speaker, Morey Junior High School, Denver.

Wyoming—Miss Grace Ruegsegger, Bd. of Ed., Laramie.

Montana—Miss Elizabeth Connelly, Public School District No. 2, Billings.

Nebraska—Miss Edith M. Cook, South High School, Omaha.

Idaho—(Chairman to be appointed by sectional chairman).

SECTION 9: Miss Grace B. Holt, Phoenix Union High School, Phoenix, Arizona.

Texas—(Chairman to be appointed by the sectional chairman).

Oklahoma—Miss Pauline Eisenhower, Capitol Hill Junior High School, Oklahoma City.

Arizona—Miss Marion Elliott, Madison School, Phoenix.

New Mexico—Mrs. Alice Bullock, Curriculum Div., Dept. of Ed., Santa Fe.

SECTION 10: Miss Dora Lord, 3707 Hill Street, Huntington Park, California.

California—Mrs. Clara Hatch, Woodrow Wilson High School, Los Angeles.

Washington—Miss Mary Frank, Wenatchee High School, Wenatchee.

Oregon—Miss Bernice Weberg, Commerce High School, Portland.

Nevada—Miss Wanda Reynolds, Las Vegas High School, Las Vegas.

NATIONAL ASSOCIATION OF SCHOOL SECRETARIES

Application for Membership

Date

Name: (Mrs., Miss, or Mr.)
School

Name of School Address

City State

Position in School System:

Name of member turning in this new application:

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(Not necessary unless you wish to give it.)

(Forward this application, with one-dollar for annual dues, to Belle Kuehny, Woodrow Wilson High School, 2839 North Eastern Avenue, Los Angeles, 32, California.)

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